

Bloodborne Pathogens Model Policy

Part 1 Bloodborne Pathogens Standard

The following model for an Exposure Control Plan includes all elements required by the OSHA bloodborne pathogens standard (29 CFR 1910.1030). The intent of this model is to provide employers with an easy-to-use format that may be used as a template to develop a written exposure control plan tailored to the individual requirements of their establishments.

Model Exposure Control Plan

POLICY

_____ is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including: Universal precautions Engineering and work practice controls Personal protective equipment Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

- _____ is (are) responsible for implementation of the ECP. _____ will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: _____.

- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- _____ will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. _____ will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: _____.
- _____ will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained. Contact location/phone number: _____.
- _____ will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact location/phone number: _____.

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

(Example) Job Title/Department_Location School Nurse/Health Care Area

The following is a list of job classifications in which some employees at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

(Example) Job Title/Department_Location/Task_Procedure Facilities Manager/Environmental Services/Handling Regulated Waste

Note: Part-time, temporary, contract and per diem employees are covered by the bloodborne pathogens standard. The ECP should describe how the standard will be met for these employees.

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions: All employees will utilize universal precautions.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting

If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

_____ is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

(For example: non-glass capillary tubes, SESIPs, needleless systems)

Sharps disposal containers are inspected and maintained or replaced by every _____ or whenever necessary to prevent overfilling.

This facility identifies the need for changes in engineering controls and work practices through (Examples: Review of OSHA records, employee interviews, committee activities, etc.)

We evaluate new procedures and new products regularly by (Describe the process, literature reviewed, supplier info, products considered) _____.

Both front-line workers and management officials are involved in this process in the following manner:

_____ is responsible for ensuring that these recommendations are implemented.

Personal Protective Equipment (PPE) is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by _____.

The types of PPE available to employees are as follows:

(gloves, eye protection, etc.)_____

PPE is located _____ and may be obtained through _____.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in _____
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows:

(may refer to specific procedure by title or number and last date of review; include how and where to decontaminate face shields, eye protection, resuscitation equipment)

Housekeeping Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section “Labels”), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling sharps disposal containers is: (may refer to specific procedure by title or number and last date of review)

The procedure for handling other regulated waste is: (may refer to specific procedure by title or number and last date of review)

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available at (must be easily accessible and as close as feasible to the immediate area where sharps are used).

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Laundry The following contaminated articles will be laundered by this company:

Laundering will be performed by _____ at _____.

The following laundering requirements must be met:

- handle contaminated laundry as little as possible, with minimal agitation
- place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use _____ for this purpose.
- wear the following PPE when handling and/or sorting contaminated laundry:

Labels The following labeling methods are used in this facility:

Equipment to be Labeled: _____ Label Type: (size, color)

_____ is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify _____ if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

HEPATITIS B VACCINATION

_____ will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless:

- 1) documentation exists that the employee has previously received the series;
- 2) antibody testing reveals that the employee is immune; or
- 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at _____.

Vaccination will be provided by _____ at _____.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact _____ at the following number _____.

An immediately available confidential medical evaluation and follow-up will be conducted by _____. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant employee medical records, including vaccination status

provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident (O.R., E.R., patient room, etc.)
- procedure being performed when the incident occurred
- employee's training

will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary _____ will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by _____ .

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the OSHA bloodborne pathogen standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session. Training materials for this facility are available at _____ .

RECORDKEEPING

Training Records: Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at [redacted]. The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to [redacted].

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

[redacted] is responsible for maintenance of the required medical records.

These confidential records are kept in [redacted] for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to [redacted].

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by [redacted].

Sharps Injury Log In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- date of the injury
- type and brand of the device involved (syringe, suture needle)

- department or work area where the incident occurred
- explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (*HBV*) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: (*Employee Name*) _____

Date: _____

Model Chemical Hygiene Plan

Chemical Hygiene Plan

Sample chemical hygiene plan created by the Ohio Bureau of Workers' Compensation, 2009.

Purpose

is committed to managing chemical safety in an effort to maintain a safe environment for all employees and students. This Chemical Hygiene Plan sets forth operating procedures and work policies designed to control chemical hazards.

Scope

To protect employees and students from health hazards associated with the use of hazardous chemicals. We will accomplish this through the following:

- identifying hazardous chemicals;
- developing an outline of responsibilities in the district;
- developing safe procedures;
- discussing procedures for procurement, distribution, and storage of chemicals;
- implementing a plan for monitoring safety equipment and storage areas;
- developing a written plan to address accidents involving chemicals;
- establishing a chemical hazard training program; and
- developing a chemical waste disposal program.
- This plan will be located in the following areas:
 - Principal's Office
 - Media Center
 - Central Office
 - Webpage

This plan will be reviewed annually by the Chemical Hygiene Officer and updated as necessary.

Chemicals

A school data base for all chemicals will be maintained at each school using the

safety system.

Responsibilities

In order to properly manage the chemicals in our school, we will establish a Chemical Hygiene Officer (CHO). The CHO will have authority to make needed decisions regarding this plan in order for it to remain effective and relevant.

The Chemical Hygiene Officer selected for _____ is _____.

Chemical Hygiene Officer

Duties will include:

- Being familiar with all aspects of the Chemical Hygiene Plan.
- Being a contact person for distributing information involving chemical safety.
- Being a resource on matters involving the use of chemicals.
- Advising school Principals of any chemicals that pose risks to health or safety.
- Maintaining copies of chemical inventories.
- Coordinate pickup and disposal of unwanted chemicals from the schools annually.

Principal

The Principal of the school is responsible for enforcement of all federal, state, and local health, safety and environmental regulations and policies including the Chemical Hygiene Plan.

School Chemical Hygiene Officer

The School Chemical Hygiene Officer is selected by the building Principal. Their responsibilities include:

- Providing copies of the SDS sheets for all chemicals in the building.
- Monitoring chemical handling and storage procedures
- Coordinate with district CHO for disposal of unwanted chemicals.

School District Employees

School district employees who are responsible for:

- Participating in training programs provided by the school district.
- Maintaining an awareness of health and safety procedures
- Awareness of location and use of SDS.

- Using and modeling good personal chemical hygiene habits.
- Reporting accidents, injuries, unsafe practices, and unsafe conditions.
- Providing safety training for all students participating in school laboratories.
- Consulting the CHO prior to bringing any chemical on site.

Students

Students should adhere to safety procedures and good chemical hygiene habits. They should report accidents and maintain an awareness of health and safety procedures.

Safe Operating Procedures

A. Safety Practices

- SDS (Material Safety Data Sheets) will be maintained and readily accessible to all occupants.
- The School Chemical Hygiene Officer will ensure that all chemicals have an SDS and proper labeling.
- Appropriate personal protective equipment must be worn to avoid contact with chemicals.
- Chemical splash goggles must be worn any time chemicals, glassware or open flame are used in the laboratory.
- Ensuring that each lab is equipped with appropriate ventilation.

B. Safety Rules

General Laboratory Rules and Procedures

- The school Principal will be contacted when any accident occurs.
- Emergency telephone numbers shall be posted in the chemical storage area.
- Discarding chipped, etched or cracked glassware.
- Teach everyone how to use the eyewash station and shower.
- An accident report shall be completed by the end of the work day.
- Fire extinguishers are accessible and the appropriate type.
- Employees and students shall be knowledgeable of primary and secondary evacuation routes.
- Drinking from lab glassware or other lab vessels is prohibited.
- Eating or drinking is not allowed in the laboratory.

- Cosmetics shall not be applied in laboratories.
- All unlabeled chemicals are prohibited.
- Know the hazards and precautions before using any chemical.
- Follow proper disposal procedures of all chemicals.
- Provide emergency eye wash and showers in labs where needed. Eye wash and showers shall be tested monthly.
- All exits, emergency equipment, and master utility controls shall remain clear and unobstructed.
- When hazardous airborne contaminants are generated, fume hoods shall be in use. Fume hoods shall be inspected monthly.
- No chemicals shall be stored in the fume hood.

Chemical Procurement, Distribution, Storage Guidelines

- The district will identify all “approved” chemicals allowed to be purchased, stored, and used on school premises.
- Employees shall consult the CHO prior to bringing any chemical on site that is not on the “approved” list.
- All chemicals shall be properly labeled at all times.
- The district will ensure proper chemical storage by using the _____ system for all storerooms/cabinets.
- All chemicals shall be kept under lock and key. All laboratories shall be locked when not in use.
- Chemicals shall be checked out and used only by trained and authorized employees.
- An inventory of all chemicals shall be conducted annually and all unwanted chemicals shall be gathered for disposal. Chemical containers shall be inspected during the annual inspection for container integrity and proper labeling.

Record Maintenance

The district will establish and maintain documentation of:

- Any accidents and incidents involving chemicals.
- Comprehensive inventory of hazardous chemicals.
- Monthly inspections of equipment. Annual inspections of storage areas.
- All chemical disposal operations conducted.

Emergency Plans for Spills and/or Accidents

The district will provide a spill kit accessible for each laboratory. This kit might include:

- Neutralizing agents for acid spills.
- Neutralizing agents for alkali spills
- Spill absorbing materials such as sand, kitty litter, or other spill control materials.
- Quantities of cleanup materials shall be sufficient for the largest anticipated spill.

Each school should have a system for prevention, containment, cleanup, and reporting of chemical spills.

Training Programs

The district will develop and implement chemical training for all employees that includes:

- Awareness and location of written Chemical Hygiene Plan.
- Elements of OSHA's Hazard Communication Program.
- Appropriate safety measures and safe work practices.
- Training at new employee orientation, new assignments, and annually.

Chemical Waste Disposal

- The district will develop a chemical waste disposal process.
- The District Chemical Hygiene Officer shall be responsible for the chemical waste disposal process.
- The chemical waste disposal process shall include:
 - Collection and containment of waste chemicals.
 - Procedures for safe transport.
 - List of contact personnel.
 - Historical data of all disposed chemicals including:
 - Date of disposal;
 - Name and quantity of each disposed chemical;
 - Method of disposal (including name of disposal company, if used).

Model IPM Policy

Introduction

The _____ recognizes that maintenance of a safe, clean and healthful environment for students and staff is essential to learning. It is the goal of the district to provide safe and effective pest control while protecting students, staff, the environment and district properties and assets. The district adopts a least-hazardous integrated pest management (IPM) policy. It is the policy of the district to focus on and develop long-term pest-prevention methods and give nonchemical methods first consideration when selecting appropriate control measures. The full range of alternatives will be considered, giving preference to nonchemical methods and then chemicals that pose the least hazard to people and the environment.

Pest management objectives

Pests will be controlled to protect the health and safety of the students and staff; to maintain a productive learning environment; and to maintain the integrity of the school buildings and grounds. Pest control will be economically feasible over the long term and efficacious. The superintendent or designee shall ensure the district follows IPM procedures so as to use the most appropriate and least-hazardous method of control. Sanitary measures shall be enforced and buildings regularly cleaned and repaired in order to prevent infestations, minimize the use of pesticides and eliminate routine spraying.

Elements of the Least-hazardous IPM Policy

- Identifying and monitoring pests to determine pest population levels and identify decisions and practices that could affect pest populations.
- Setting of action levels to determine when vegetation or a pest population at a specific site cause(s) unacceptable economic or medical damage wherein corrective action should be taken.
- Modifying and/or eliminating pest habitats to deter pest populations and minimize pest infestations.
- Considering use of a range of potential treatments for the pest problem including physical, horticultural and biological methods of pest control.
- Using chemical controls only as a last resort and only those chemicals that pose the least possible hazard to people and the environment.

IPM Coordinator

The superintendent shall designate _____ to coordinate the IPM program. The IPM coordinator shall be educated in the principles and practice of least-hazardous IPM and be responsible for:

- Oversight for the successful implementation of the program consistent with this policy and coordinate all district efforts to adopt IPM.
- Overall program management and providing proposed regulations or procedures and products for use in managing pest populations.
- Determining the action level that triggers treatment to prevent pest numbers from reaching the injury level.
- Posting warning signs for pesticide applications.
- Record keeping guidelines for any chemical pesticide application.
- Education and training for IPM personnel.
- Optional: A list of approved procedures and products.

Training

Training of personnel is critical to the success of an IPM program. Staff, students, pest managers and the public shall be educated about potential school pest problems, the IPM policy and procedures that will be used to achieve the desired pest management objectives.

Monitoring

Monitoring shall be regular and will include ongoing inspection of areas where pest problems do or might occur. The IPM coordinator shall document and keep this information in an organized fashion. Monitoring shall consist of identifying the target pest to help determine if treatment is needed along with where, when and what kind of treatments ought to be administered.

Notification

At least 72 hours before application of a pesticide other than a least toxic pesticide, _____ will post a sign that provides notice of the application of the pesticide: (A) in a prominent place that is in or adjacent to the location to be treated; and (B) at each entrance to the building or school ground to be treated. The sign will remain posted for at least 72 hours after the end of the treatment; be of uniform design with a symbol people who cannot read can easily understand.

Contractors

All pest control companies contracted by the district shall follow all provisions of the policy. Licensed and certified pest control operators are required to include information on any school pesticide application that they perform.

Model Parent/Guardian Letter for IPM

Dear Parent or Guardian:

The School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance and all other members of our school community. Pest sightings are reported to our IPM Coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please notify the district in writing at the address listed above. Please include your email address if you would like to be notified electronically. If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products, self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

Each year the district will prepare a new notification registry. If you have any questions, please contact
at .

Sincerely,

Model Radon Policy

What is Radon?

Radon is a cancer-causing, radioactive gas. You cannot see, smell or taste radon. The U.S. Environmental Protection Agency (U.S.EPA) ranks indoor radon among the most serious environmental health problems facing us today. After smoking, it is the second-leading cause of lung cancer in the United States causing an estimated 21,000 lung cancer deaths a year. Radon can be found in any building, including schools. In fact, elevated levels of radon have been found in schools across the United States. Therefore, it is important that students, teachers and parents be aware that a potential problem could exist in their school, as well as their home. A nationwide survey of radon levels in schools estimates that nearly one in five has at least one schoolroom with a radon level above the action level of 4.0 pCi/L (picoCuries per liter) - the U.S. EPA's action level. The U.S. EPA estimates more than 70,000 schoolrooms in use today have elevated radon levels. Testing data for Ohio indicates 40 percent of Ohio schools have radon levels above 4.0 pCi/L.

School Radon Protocol

ODH has prepared a sample radon protocol for schools to use. At a minimum the protocol shall contain the following elements:

- Section discussing if the school was constructed using radon resistant new construction techniques as described in the U.S. EPA publication Radon Prevention in the Design and Construction of Schools and Other Large Buildings [EPA 625-R-92-016, June 1994] or any substantially equivalent techniques approved by the Director of Health in writing.*
- Section describing the school's commitment for radon testing
 - Who will conduct the testing
 - Testing frequency
 - Retention of records
- Section describing the school's commitment for radon mitigation
 - Under what circumstances will the school mitigate elevated radon levels
 - Who will mitigate
- Section describing the school's commitment for reporting and record retention
 - Reporting of results to parents and ODH

- Location of the records
- Length of time the records will be maintained.

Radon resistant New Construction

- It is typically easier and much less expensive to design and construct a new school building with radon-resistant construction methods than to mitigate elevated levels of radon after a building has been constructed and occupied. For assistance in designing and constructing buildings using radon resistant techniques refer to the U.S. EPA's Radon Prevention in the Design and Construction of Schools and other Large Buildings publication or any substantially equivalent techniques approved by the director of Health in writing.*

Once your school has been built with radon-resistant construction techniques, it is important to keep documentation of the methods used for construction and the post construction radon testing results.

Radon Testing

The only way to determine if a radon problem exists is to test. Conducting radon testing in schools can be a difficult task. A school may hire an ODH-licensed radon professional or use its own personnel to test. The task of radon testing in schools is more complicated than testing in homes. For example, licensed testers and mitigation specialist are required to develop and maintain a quality assurance project plan throughout the radon testing and mitigation process. A quality assurance project plan is unique to each school and includes how testing will be conducted as well as how quality assurance measurements will be taken and tracked. This gives the school a means of traceability, accountability and reproducibility to their radon test results. This quality assurance project plan is discussed in the documents referenced below. If a school chooses to use its own personnel to test, it is specifically recommended these personnel attend Ohio approved radon measurement training and to at least pass the national exam associated with the training. Information about radon measurement training is available by calling the ODH Radon Action Line at 1-800-523-4439.

Radon Mitigation

After testing is performed and the results indicate radon levels above the action level of 4.0 pCi/L, the school must decide the next appropriate actions. ODH recommends that the school building administrator hire an ODH-licensed radon mitigation contractor to design and install a radon mitigation system. If a school chooses to use its own personnel to design and install a radon mitigation system,

it is recommended these personnel attend Ohio approved radon mitigation training and pass the exam(s). (This training includes a radon measurement course with an exam and the mitigation portion of the course with an exam) Information about radon mitigation training is available by calling the ODH Radon Action Line at **1-800-523-4439**. Additional information on radon testing and mitigation in schools, and radon-resistant new construction techniques can be found in EPA publications **or any substantially equivalent techniques approved by the director of Health in writing.*** The EPA publications are available through the U.S. EPA's **National Center for Environmental Publications (NSCEP)**. NSCEP operates a toll-free phone service for EPA Publication assistance with live customer service representative assistance 9:00am-5:30pm eastern time Monday through Friday. Voice mail is available after operating hours. Call **1-800-490-9198**. You can fax your publication requests to **(301) 604-3408**. E-mail publication requests are also available: nscep@bps-lmit.com. Some documents can also be downloaded from the web site: <http://www.epa.gov/ncepihom>. Information on other publications will be available through contact with the ODH Radon Action Line at **1-800-523-4439**. The following is a list of some materials for reference:

Radon Prevention in the Design and Construction of Schools and Other Large Buildings.

The EPA states it is typically easier and much less expensive to design and construct a new building with radon-resistant and/or easy-to-mitigate features than to add these features after the building is completed and occupied.

[EPA 625-R-92-016, June 1994]

Radon Measurement in Schools (Revised Edition)

This report has been prepared to provide school administrators and facilities managers with instructions on how to test for the presence of radon. The findings from U.S. EPA's comprehensive studies of radon measurements in schools have been incorporated into these recommendations. This report supersedes Radon Measurements in Schools - An Interim Report (EPA 520/1-89-010).

[EPA 402-R-92-014, July 1993]

Reducing Radon in Schools: A Team Approach.

This document will assist you in determining the best way to reduce elevated radon levels found in a school. It is designed to guide you through the process of confirming a radon problem, selecting the best mitigation strategy, and directing the efforts of a multidisciplinary team assembled to address elevated radon levels in a way that will contribute to the improvement of the overall IAQ of the school.

[EPA 402-R-94-008, April 1994]

Radon Measurement in Schools Self-Paced Training Workbook

The purpose of this workbook is to provide trainees with experience to plan a radon-test project for a school, interpreting those test results, implementing quality assurance during school testing and documenting the testing process for a school building. This workbook should be used by qualified personnel in conjunction with radon measurement training.

[EPA 402-B-94-001, October 1994]

If you have any questions regarding radon, please call the ODH Radon Action Line at **1-800-523-4439**.

***Other publications are those that are currently under review with AARST.
(The American Association of Radon Scientist and Technologists)**

Sample Radon Testing and Mitigation Policy

The U.S. EPA ranks indoor radon among the most serious environmental health problems facing us today. After smoking, it is the second-leading cause of lung cancer in the United States causing an estimated 21,000 lung cancer deaths a year. For this reason, [name of school or school district] has implemented the following radon testing policy.

New Construction

- If a new school is built, the building will be built using radon-resistant new construction (RRNC) techniques as defined by U.S. EPA's publication Radon Prevention in the Design and Construction of Schools and Other Large Buildings [EPA 625-R-92-016, June 1994] or any substantially equivalent techniques approved by the director of Health in writing.

Routine Testing

If the school was built radon resistant (and initial tests are within acceptable limits) or after an initial test of an existing building that indicates radon levels are within acceptable limits, each school building will be retested at least every five years.

If a test is performed on an existing school and radon levels are found to be at or above 4.0 pCi/L, _____ will develop a mitigation plan to reduce radon levels to acceptable levels. If installation of a mitigation system is necessary, _____ will employ an ODH-licensed radon-mitigation contractor to design and install a mitigation system and the building will be tested every two years.

If the building undergoes major renovation of the HVAC system or of the building structure, the building will be tested prior to the renovation and immediately upon completion of the renovation and thereafter at a frequency of every five years (with no elevated levels) or every two years (after mitigation for elevated levels).

Who can test and mitigate

_____ will employ or use only trained school personnel or a company or individual licensed by the ODH to conduct testing in our school.

If installation of a mitigation system is necessary, _____ will employ an ODH-licensed radon- mitigation contractor to design and install a mitigation system.

School/District Responsibilities

_____ will be responsible for coordinating testing and mitigation, as necessary.

Reporting and Records Retention

Upon completion of testing (and mitigation, if necessary), the school will report radon levels and specifics of the mitigation to the ODH, Bureau of Radiation Protection at 246 N. High St., Columbus, Ohio 43215. (BRadiation@odh.ohio.gov)

Records pertaining to testing and mitigation will be kept on file at _____ for a minimum of five years and then archived for another five years. After this time period,

Superintendent

Effective Date

Model Hand Washing School Policy

Studies have shown that hand washing and personal hygiene are the most important measures a person can use to prevent illness and communicable disease. Many germs can live for long periods on tables, counters and other hard surfaces. Hand washing with soap and warm water for a minimum of twenty (20) seconds and paying close attention to the surfaces between the fingers and on the back of the hands is best for removing dirt and germs. The proper use of hand sanitizers is also useful in controlling the spread of germs.

It is the policy of _____ that:

1. Students and staff will wash their hands with soap and water

- After using the rest room
- Before and after eating
- If their hands are visibly soiled
- If the student or staff member has encountered chemicals or other items, such as soil, in a science lab, art room, vocational facility or other educational venue that soils hands
- If the student or staff member encountered chemicals during cleaning the school environment
- After cleaning animal habitats or handling animals
- Before and after each task when preparing food in any class such as family science or an integrated class
- After athletic practices and games
- If the student or staff member has encountered bodily fluids (e.g., blood, nasal discharge, mucous from coughing, etc.)
- After recess
- After sneezing or coughing

2. When soap and water are not available and hands are not visibly soiled, CDC guidance adds that alcohol-based, waterless disposable hand wipes or gel sanitizers may be used in place of hand washing on most occasions. Not all sanitizers are effective, however. A 60 percent minimum alcohol concentration is necessary to kill most harmful bacteria and viruses.

3. Hand washing signs will be posted at all rest rooms and/or hand sinks.

4. Soap, warm water and towels or an air dryer will be located at all hand washing areas.

5. The school will provide education in hand washing and hand hygiene at least once every school year.

Plans for monitoring the hand hygiene protocol are:

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-

Superintendent/Principal

Effective Date

Resources

Centers for Disease Control,

<http://www.cdc.gov/Features/HandHygiene/>

Cleaning Building Services, New York Inc.,

<http://www.cleaningservicenewyorkcity.com/handwashing.html>

Ohio Dept. of Health, Influenza, Flu Fighter Tools,

<http://www.odh.ohio.gov/features/odhfeatures/seasflu/flufightertools.aspx>

Healthy Schools, Healthy People, School Network for Absenteeism Prevention, It's a SNAP,

<http://www.itsasnap.org/>

Model Policy for 100% Tobacco Free Schools

RATIONALE

The Board of Education has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks association with the use of tobacco products: both to the users and non-users, and that most tobacco use begins by the age of eighteen. The Board recognizes that district personnel and school visitors serve as role models to students and, therefore, adopts this 100% Comprehensive Tobacco-Free School Policy to endorse a healthy lifestyle and prevent tobacco use.

DEFINITION

For the purpose of this policy, “tobacco product” is defined to include any product that contains tobacco, is derived from tobacco or contains nicotine (or lobelia), that is intended for human consumption, or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, or ingested by any other means. The term “tobacco products” includes e-cigarettes and other electronic smoking devices, but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce and eliminate nicotine or tobacco dependence.

TOBACCO USE PROHIBITED

No student, staff member, volunteer, or school visitor is permitted to use tobacco products at any time, including non-school hours, in or on _____ property, including:

- In any building, facility, or vehicle owned, leased, rented, or chartered by the school district; and
- On school grounds, athletic grounds or parking lots; and
- At any school-sponsored or school-related event, whether such event occurs on-campus or off-campus.

TOBACCO POSSESSION PROHIBITED

Students are not permitted to possess any tobacco products, papers used to roll cigarettes, or lighters on any school property at any time.

TOBACCO PROMOTION PROHIBITED

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-

sponsored events. The school district will not accept any form of contribution including, but not limited to, financial support, gifts (such as curriculum, book covers, speakers, etc.) or in-kind support from the tobacco industry for the sponsorship or promotion of any event or activity affiliated in any manner with the school district or located on school district grounds.

NOTICE

Appropriate signs indicating that tobacco use is not permitted will be posted throughout the district at entrances and other appropriate locations on all academic buildings, administrative spaces, parking lots and athletic fields. Students will be provided notice to this policy through student handbooks and district personnel will be provided notice of this policy through personnel handbooks. District vehicles will display the international “No Smoking” insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the tobacco free policy. The tobacco free policy will be provided to the parents and guardians of all students at the beginning of each academic year.

EDUCATIONAL REINFORCEMENT

Tobacco-use prevention education shall be closely coordinated with other components of the school health program. Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities.

OPPORTUNITIES FOR CESSATION

The administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products.

ENFORCEMENT

Disciplinary measures taken against students and staff for violations of this policy need to comply with requirements of Ohio law, related district policies, and labor contractual agreements.

Disciplinary actions may be taken against school visitors found in violation of this policy and may include a verbal notification of the policy for the first offense, and removal from the school property or school activity if off-campus for all subsequent offenses.

EXEMPTION

Possession of tobacco products is allowed solely for educational programs aimed at reducing the use of tobacco products. Such possession requires advance approval from the school principal or other designated school administrator.

LEGAL REFERENCES

Pro-Child Act of 1994, 20 U.S.C. § 6081 Et. Seq. (1994)

Ohio REV. CODE ANN. §§ 3313.20, 3313.447, 3313.751, 3791.031, 3794.01

