

Employee Safety Handbook

For

Joint Loss Management

Hampton School District



2023 - 2024

(In accordance with New Hampshire Department of Labor RSA 277 and RSA 281-A)

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SAFETY PHILOSOPHY

The Hampton School District School Board believes that the safety of all employees and students is of the utmost importance. Even though injury or illness is a relatively common occurrence in a school building, true medical emergencies are rare in school. Still, the potential for life-threatening injury or illness is ever present. Therefore, safe practices are the responsibility of all employees at all times. Success in safety matters depends on everyone's cooperation. Every reasonable precaution must be taken by all employees to minimize work and related injuries.

Note: The principals of each school will serve as the Safety Committee Coordinator for their respective building. Meetings will be held at least quarterly or on an as-needed basis. Building principals may appoint a safety sub committee if they deem that appropriate. Accidents requiring Workers Compensation attention will be investigated by the principal of the employee involved in the accident.

SAFETY PLAN (RSA 281-A:64 II, Lab 602.01)

Hampton School District

1. POLICY STATEMENT

In an effort to preserve the health and well-being of the Hampton School District community, the Hampton School District Safety Committee (to be referred to as the *Committee*) believes that consideration of prevention strategies and analysis of causes of accidents, should they occur, is essential in developing, reviewing and implementing an action plan for management of employee safety and health. Elimination of potentially hazardous conditions as well as successful execution of an action plan in an emergency situation is a priority to the Committee. This district has established safety and health guidelines based on fundamental safety concerns. Providing a safe workplace through elimination of health hazards and accidents is a major priority of this district, its management, and all employees.

2. RESPONSIBILITIES

Building administrators are directly responsible for employees with regard to proper safety practices. All employees are expected to cooperate with the established safety plan. Given awareness of existing protocol and practice, employees will promote their own safety as well as co-worker safety and report injuries and accidents promptly so that remediation of unsafe conditions may occur.

- a. Each employee may access an electronic version of the Joint Loss Management Committee Handbook in the same location as the Staff Handbook.

3. GOALS OF THE HAMPTON SCHOOL DISTRICT JOINT LOSS MANAGEMENT COMMITTEE

- a. Collaboration between school employees, administrators, and local EMS in planning a comprehensive safety action plan.
- b. Compliance with state regulatory agencies' safety and health requirements.
- c. Maintain a reporting and recordkeeping system to monitor site related injuries and illnesses in the Hampton School District.
- d. Each employee may access an electronic version of the Joint Loss Management Committee Handbook in the same location as the Staff Handbook.
- e. Educate employees with regard to proper safety practices used in performing work assignments.

4. OBJECTIVES

- a. The Committee and school employees can describe the legal regulatory and accountability issues in execution of the workplace safety and health program.
- b. Pursuant to RSA 281-A the Committee establishes written safety and health guidelines to eliminate potentially hazardous conditions.
- c. Site specific health and safety management strategies allow identification of how the Hampton School District community is to be protected.

- d. The Committee promotes and the school community participates in routine fire drills, reverse evacuation drills (lockdowns), and periodic emergency bus evacuation drills.
- e. Remediation of hazards in an attempt to prevent future accidents after careful review and inspection of the site.

5. HAMPTON SCHOOL DISTRICT JOINT LOSS MANAGEMENT COMMITTEE MEMBERSHIP (RSA 281-A:64 III, Lab 603-02)

- a. The Committee is comprised of representatives from all departments within the Hampton School District.
- b. The Committee will meet at least quarterly. Other members of the school community may be invited to attend the meeting in an official capacity, as needed.
- c. The Committee will select a chair person annually. A recorder for the Committee will be provided. The recorder (secretarial support) will keep minutes and forward them to the business manager for SAU 90.
- d. Review the safety plan annually and update the safety plan when appropriate.
- e. Review accident report logs and identify hazards or areas of concern.
- f. Be sure that follow-up action is taken regarding safety issues and/or accidents.

6. GENERAL SAFETY RULES (1403.01)

Employees shall:

- a. Keep all hallways, exits and outside walkways clear at all times.
- b. Report accidents, incidents, injuries, and any unsafe conditions in and around school property immediately to the administration.
- c. Inform the administration of their whereabouts when deviating from their daily routine.
- d. Follow universal precautions and don appropriate protective equipment when exposed to blood or body fluids.
- e. Be responsible to follow facility security procedures. Check to ensure that doors are locked and that individuals without authorized ID badges have visitor passes prominently displayed.
- f. Use proper lifting procedures, i.e., with the legs and with the load straight in front, lift without twisting. Get help for heavy or bulky loads. When lifting in excess of 35 lbs. a back support will be worn.
- g. Be responsible for storing equipment when finished with the job.
- h. Follow safe practices, use personal protective equipment as required, and render every possible aid for safe operation.
- i. Not engage in any act(s) which can have an adverse influence on the safety and well being of employees.
- j. Not report to work while under the influence of intoxicating beverages or drugs.
- k. Be alert to see that all guards and other protective devices are in their proper places and are adjusted prior to operating equipment, and shall report deficiencies to their immediate supervisor.
- l. Not handle or tamper with any tool, equipment, machinery or facilities not within their scope of duties unless they are thoroughly qualified, have received instructions, and have authorization from their supervisor.
- m. Store chemicals properly and arrange chemicals according to good laboratory safe practice.

7. BASIC SAFETY RULES (1403.01)

Employees shall:

- a. Follow instructions and don't take chances. If you don't know the rule or proper procedure, ask your supervisor.
- b. Maintain good housekeeping procedures at all times.
- c. Use the proper tools for the job and use them correctly.
- d. Use only machines or equipment which you are authorized and qualified to use.
- e. Use, adjust, or repair equipment only when authorized and qualified to do so.
- f. It is expected that a ladder or other device specially designed to help access out-of-reach work areas be utilized when necessary. It is considered unsafe to reach/work beyond your usual range of motion. If unable to manipulate a ladder on your own, ask custodial personnel for assistance. Chairs/tables, etc., should only be used for their intended use.
- g. Only use recommended Personal Protective equipment.
- h. Correct and/or report unsafe conditions immediately to your supervisor.
- i. Get first aid promptly for all injuries, and report all accidents/incidents immediately.

8. REPORTING ACCIDENTS/INCIDENTS (1403.04)

A report, entitled "**Notice of Accidental Injury or Occupational Disease Report**", (attached at the end of this document) will be completed if a visit to a healthcare provider is necessary. An employment accident which is fatal to one or more employee, or which results in the hospitalization of 3 or more employees, shall be reported to the Commissioner of Labor within 8 hours after its occurrence at telephone: (603) 271-3176

Employees are expected to exercise their best judgment based upon circumstances. Accident reports establish a history whereby loss control can be implemented to prevent a recurrence of injuries and losses. It is the employee's responsibility to report all personal injuries and physical damage accidents. All accident reports are subject to review and investigation by the administrators of the Hampton School District.

Personal injuries should be reported to the school nurse and/or building administrator immediately. Appropriate forms (attached at the end of this document) must be completed within 24 hours of the accident/incident and be faxed to the SAU 90 office (fax number: 603-926-5070). The injured party will complete the first report of injury, entitled "**Accident/Injury Report**", as soon as possible. If the employee is unable, the school nurse/building administrator will complete the form.

A worker's compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment.

9. HOUSEKEEPING IN THE WORKPLACE (1403.27)

All tools and materials must be returned to proper storage upon completion of each job. The work area, equipment and tools will be left clean at the end of each day or completion of each job. All job debris shall be disposed of in proper receptacles. Materials and equipment shall not be stored within a 4' area of any electrical panel board, electrical switchgear, fire-fighting gear, or controls. No combustible storage will be permitted in electrical panel rooms, elevator equipment rooms, or boiler rooms (UFC code #1103.3.2.4). Storage in building service areas, shop areas and storage supply areas will be neat and orderly at all times. Unnecessary materials, supplies, equipment and scrap shall be disposed of properly.

10. MATERIALS USE AND STORAGE (1403.54)

Bulk and specialized materials:

- a. Bulk materials will be stored in an approved storage area, free of scrap debris for ready, safe access.
- b. Compressed gas cylinders will be stored in designated areas that are not subject to extreme temperature variations. The protective caps will be in place, over the valve, when not in use. All cylinders will be stored in an upright position, secured by safety chains to a stationary object or a cylinder hand truck.
- c. Gasoline, gas powered equipment, and propane cylinders shall not be stored, operated or repaired within the building (UFC code #1103.3.2.6).
- d. Paint, adhesives and thinners shall be kept in their original, identified containers. Water-based products shall be stored in an approved location. Non-water based products shall be stored in flammable liquid storage cabinets. While in use on a job, all solvents, thinners and cleaners will be contained in approved safety cans. Proper type respirators will be used to avoid the exposure of an employee to harmful vapors and fumes. Employees using chemicals shall read and observe the warnings written on the factory label. Adequate eye protection and clothing shall be worn when using or handling dangerous chemicals. Appropriate respirators shall be used.
- e. Each school shall maintain a hazardous Safety Data Sheet (SDS) on all chemical products used by the custodial staff, with a copy kept in an easily accessible public area.

11. EQUIPMENT AND TOOLS (1403.30)

EMPLOYEES SHALL NOT OPERATE ANY TOOLS OR EQUIPMENT UNLESS QUALIFIED AND AUTHORIZED TO DO SO AS DETERMINED BY THE SUPERVISOR. GUARDS SHALL BE IN PLACE AT ALL TIMES.

- a. Hand Tools:
 - Use tools for their designed purpose only.
 - Inspect the equipment for condition, damage and adjustment before each use.
 - Keep cutting tools sharp and in their original factory configuration. A sharp tool will do the job quicker and safer than a dull one.
 - Hand tools should not be carried in the pocket of your clothing.
 - Return all hand tools to their proper storage when not being used for the job you are doing.

- b. Portable Power Tools:
 - Use the machine only for its designated purpose.
 - Keep the area around the machine free of debris, materials and objects.
 - All machines will be attended while running.
 - If machine adjustments are necessary, turn the power off and wait until the machine has come to a standstill. Then, disconnect the power supply by unplugging, lock-out means, or tag-out.
 - Do not wear loose clothing around machines with moving parts.
 - Make sure the work area is clear of unauthorized persons and the safety devices are in place before turning on the machine.
 - Do not attempt to brake or slow a moving machine with your hand or a makeshift device.
 - Wear proper eye and/or ear protection.
- c. Ladders and Scaffolding: (1403.30)
 - If scaffolding is designed with "outriggers", they will be used. When working on a scaffold, secure the legs and lock the wheels. Also, be sure the sectional retainer clips are in place. Make sure the work platform and safety rails are securely in place.
 - When doing electrical jobs, fiberglass or wood ladders will be used. Metal ladders will not be used for electrical work.
 - Extension ladders should be stored in a horizontal position for ease of access or inspection with an adequate number of support points to avoid sagging and permanent set.
 - Inspection shall be made for beam damage, loose rungs, worn lanyards and pulleys. Questionable or defective ladders will be replaced.
 - Tools must not be left on the steps of any ladder. Use the proper size for the job, never stand above the recommended step.
 - Always adhere to ladder safety instructions.

12. NOISE EXPOSURE (1403.38)

- a. Protection against the effects of occupational noise exposure shall be provided when the sound levels exceed those shown in Table 14.01, Permissible Noise Exposures. Feasible engineering or administrative controls shall be utilized to keep exposure below the allowable limit.
- b. When engineering or administrative controls fail to reduce the noise level to within the levels shown on Table 14.01, personal protective equipment shall be provided and used to reduce the noise to an acceptable level.
- c. Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

TABLE 14.01 - PERMISSIBLE NOISE EXPOSURE

DURATION PER DAY, HOURS	SOUND LEVEL DBA SLOW RESPONSE
8	90
6	92
4	95
3	97
2	100
1-1/2	102
1	105
1/2	110
1/4 or less	115

13. PERSONAL PROTECTIVE EQUIPMENT (1403.40)

- a. Eyewash stations are considered Personal Protective Equipment.
- b. The water temperature must be tepid or lukewarm (between 60°F and 100°F or between 15°C and 38°C). For emergency eyewash units, this temperature range will ensure the eyes and face can be held in the flushing water for 15 minutes, the amount of time required to adequately flush the eyes.
- c. Plumbed eyewash units must be flushed periodically (monthly) to remove any sediment and microbial contamination. The test should be long enough to clear the potentially stagnant water out.

14. VEHICLE SAFETY

- a. District vehicles are to be operated in a manner that will impress the public with safety, consideration and courtesy. Always give pedestrians the right of way. Traffic laws are to be obeyed at all times with particular attention given to school zone requirements. Any traffic citations are the responsibility of the employee.
- b. An operator of a district vehicle must have a valid New Hampshire driver's license of the proper class in his possession when operating a district vehicle. A valid New Hampshire driver's license is a condition of continued employment when vehicle operation is required.
- c. The driver shall check to see that all required and emergency equipment is on the vehicle. Lights, brakes, horn and turn signals shall be tested before leaving the area where the vehicle is picked up. Any vehicle that is defective will not be used until repairs are made.

The windshield shall be kept clean. Fuel, oil and coolant levels shall be maintained at proper operating levels. The proper tire pressure must be maintained as indicated by the manufacturer on the tire. If the vehicle is equipped with dual wheels, be sure to check the pressure on both the inside and outside wheels. When fueling a vehicle, smoking will not be permitted within 50' of any pump nor will any person remain in the vehicle being fueled. The vehicle engine must be turned off prior to fueling. The driver must remain with the vehicle during fueling.

- d. Avoid backing up a district vehicle whenever possible. Park in a position that limits backing up whenever possible. If a passenger or co-worker is present, that person must be used as a guide before attempting to back up. Accidents while backing up are preventable.
- e. Do not leave a vehicle until the engine is shut off, gears are engaged or in the parked position, and the parking brake is set. If parked on a hill, "chock" the rear wheels on the downhill side. Remove keys from ignition.
- f. Passengers will ride only where factory seating is provided. In no case will there be more than three persons in the front seat of the vehicle.
- g. The cabs of all vehicles shall be kept clean and free of loose objects on the dashboard and floorboards. The floorboards shall be kept free of dirt and debris.
- h. Any employee driving a vehicle, publicly or privately owned, will wear a seatbelt while operating the vehicle on school business.
- i. All trailers require a safety chain. These chains must be securely fastened, and lighting systems must be properly connected before towing a trailer.
- j. All vehicle accidents must be reported to the proper law enforcement agency. Do not move the involved vehicle until the accident is investigated. Notify the transportation office and your immediate supervisor immediately. A separate accident report will be required by the transportation office.
- k. Assist any injured person and summon additional help if needed.
- l. Set flags and flares as required by regulations to warn other traffic.
- m. Notify the proper policy authority.
- n. Write down the license plate number and description of any other vehicles and drivers involved or who witnessed the accident. Also obtain names if possible.
- o. Request that all persons involved do not leave the scene prematurely.
- p. Limit your conversation regarding the accident to that which is necessary with the investigating police or state patrol office.
- q. Do not admit fault, blame or responsibility for the accident. By statute, you are required to provide your name, address, vehicle registration and insurance information. Upon request, exhibit your driver's license.

15. BUILDING SAFETY (1403.27)

Building principals are the key to maintaining an acceptable level of fire, building, electrical and health code compliance, and they are responsible for seeing that the following policies and standards are adhered to in their buildings. Students should not be utilized for any phase of building maintenance work unless proper approvals have been obtained through recognized procedures. The facilities manager of the Hampton School District is the designated agent to ensure standard building codes are adhered to.

- a. The fire alarm system shall be maintained in an operating condition at all times. Any programs with the system must be reported to the facilities manager as soon as the problem is detected. Access to fire alarm pull stations must be free and unobstructed.
- b. Fire extinguishers are the first line of defense against a fire. Various types of extinguishers are used by the Hampton School District to protect any given area. Each extinguisher must remain in its designated place. At least once a year, all extinguishers should be inspected by a licensed inspector and noted on the inspection tag, dated and signed. The inspection will consist of:
 - Checking the pull pin and safety seal
 - Checking the pressure gauge for proper operating pressure
 - Checking that nozzles and hoses are free of foreign objects
 - Checking for physical damage to the extinguisher
 - Checking that the visibility and access to fire extinguishers is not obstructed
 - Reporting every deficiency to the facilities manager
- c. Emergency lighting: lighted exit signs will be maintained and lit at all times with proper bulbs. An adequate supply of replacement bulbs should be in stock at each building. Emergency light packs will be tested monthly by the custodian and yearly by the maintenance staff to ensure their proper operation.
- d. Exit and exit passageways:
 - Exit doors and hardware shall operate freely at all times. The self-closures must latch the doors when the door returns to the normally closed position. Padlocks, chains and any other unauthorized security device will not be used on any door while school is in session.
 - Corridors, stairs and passageways will not be obstructed by tables, chairs, or any like item.
 - Doors equipped with self-closures shall not be blocked to remain open in any manner.
- e. Extension Cords:
 - Only properly grounded three-wire extension cords will be permitted for use in the Hampton School District's facilities. No other extension cords will be permitted. Plug adapters and multiple head cords will not be used.
 - An extension cord is a temporary electrical power source. Extension cords will not be used in a permanent manner. All extension cords will be unplugged and returned to proper storage when not in use. Cords will be inspected for damage and defects before use. Defective cords will not be used.
 - No more than 25 feet of extension cord may be used on a buffing machine, vacuum or shampoo scrubber, unless properly rated.

- f. Storage of supplies and related materials:
- All flammable liquids and combustible liquids shall be contained in approved safety cans.
 - The storage in all building service areas will be neat and orderly at all times. Excess scrap materials such as empty boxes, broken furniture, etc., will be disposed of. All rags will be stored in a metal can with a tight fitting metal lid.
 - Oil dust mops must either be stored on the service carts or hung on the wall at a minimum of 6" above the floor.
 - When tools and equipment are returned to storage, they must be left clean and in proper working condition.
 - Ceiling tiles are a part of the buildings' fire resistive construction and must remain in place at all times. When changing tiles, be sure that a tile of the correct surface and fire rating is utilized.
 - The doors to building storage and service areas shall remain closed and locked when unattended
 - No storage is allowed within 18" of any ceiling with fire sprinkler deflectors or 24" of any ceiling in a non sprinkled aea. (NFC code# 1103.3.2.2)

16. BUILDING AND GROUNDS

- a. All sidewalks will be maintained as appropriate. All tripping hazards shall be reported immediately to the main office and/or the facilities manager.
- b. Playground equipment shall be kept in a serviceable condition. Equipment is to be inspected monthly by a designated custodian and semi annually by the facilities manager. Inspection records will be maintained in each building.

17. ELECTRICAL WORK

- a. Only authorized licensed electricians are allowed to perform electrical repairs. If you are in doubt about the scope of the involved work, contact the facilities manager.

18. LOCK-OUT and/or TAG-OUT PROCEDURE (1403.32)

- a. All stored energy hazards shall be released, locked out, or otherwise rendered non hazardous prior to commencement of any work which could subject the employee to potential injury.
 - Lockout - The placement of a lockout device on an energy-isolated device, in accordance with an established procedure, ensures that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
 - Tagout - The placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.

19. TRAINING REQUIREMENTS FOR SAFETY & HEALTH

- a. At the beginning of the new school year, the school nurse in each building is responsible for presenting information to employees who may become exposed to blood or other potentially infectious materials. Employees hired at a later date will receive information as part of their employee orientation.
- b. The facilities manager will be responsible to secure training for custodial staff required to operate the snow removal equipment or any other machinery used in the performance of their assigned duties.
- c. The facilities manager will ensure that outside contractors are familiar with emergency procedures while performing duties at any one of the three (3) schools within the Hampton School District.

20. DISCIPLINARY POLICY

Employees who choose not to comply with established safety and health rules are regulations will be dealt with in the following manner:

- a. Verbal warning for the first offense depending on the severity of the infraction. Retraining is optional as deemed appropriate by the immediate supervisor.
- b. Written warning placed in official personnel file, depending on the severity of the infraction. Retraining is a requirement for areas of violations affected.
- c. Suspension of duties without pay, depending on the severity of the infraction. Retraining is mandatory upon returning from the suspension and prior to assumption of regular duties.
- d. Dismissal, depending on the severity of the infraction

Procedures pertaining to members of the Seacoast Education Association and/or the Seacoast Educational Support Personnel Association established in agreement with the SAU 90 School Board, with regard to disciplinary issues, will be followed.

UNIVERSAL PRECAUTIONS AND INFECTION CONTROL (1403.08)

1. Accidents - Injuries, cuts, bruises, lumps, abrasions, etc., if significant, should be reported immediately to the school nurse, and immediate supervisor. This especially applies to head injuries. No attempt should be made to move an unconscious person until he/she has been examined. Employees should clearly indicate the nature of the injury and type of equipment, if any, that the nurse should bring with her (i.e., wheelchair, etc.).

Employees will be asked to supply information for an Accident Report form describing the conditions of the mishap or accident. This report should be completed as accurately as possible. It is the responsibility of any employee who witnesses an accident to supply a description of the event to the school nurse, administrative supervisor, and/or building principal. This information is gathered for the sole purpose of accurately completing an Accident Report form.

2. AIDS (personnel) - School Board Policy: "There shall be no discrimination in employment based on having HIV infection or AIDS." No school employee shall be terminated, non renewed, demoted, suspended, transferred, or subjected to adverse action based solely on the fact that he/she is infected with HIV (or is perceived to be infected). School employees who are unable to perform their duties due to illness, such as those related to HIV, shall retain eligibility for all benefits that are provided for other school employees with long-term diseases or disabling conditions.

Staff members or students who are infected with HIV (or their families) may notify the local district, but there is no requirement to do so. Prior to disclosure, any individual or family should consult with their physician. The decision regarding disclosure should not be made quickly or without significant thought.

If information is to be divulged, written consent must be given by the infected person or student's parent/guardian. A staff member informed of the identity or presence of an HIV infected student or staff member may not divulge information about, knowledge of, or the identity of the HIV-infected person(s), as per RSA 141-F:10 (141-F:10 Civil Liability). Any person who purposely violates RSA 141-F:7, I or RSA 141-F:8, I and thereby discloses the identify of a personal infected by a human immunodeficiency virus shall be liable to such a person for actual damages, court costs, and attorney's fees, plus a civil penalty of up to \$5,00.00 for such disclosure.

3. All school staff shall be provided annual training on general infection control including the use of universal precautions, handling of body fluids, and general bloodborne pathogens in the school environment. The training shall include a demonstration of procedures and an opportunity for hand-on experience to demonstrate proficiency.

4. Universal Precautions and Infection Control - In response to the increase in hepatitis B and human immunodeficiency virus (HIV) infections, the Centers for Disease Control have recommended "universal blood and body-fluid precautions". These measures are intended to prevent transmission of these and other infections, as well as to decrease the risk of exposure for caregivers and employees. As it is currently not possible to identify all infected individuals, these precautions must be used with every individual, regardless of their medical diagnosis.

Universal precautions pertain to blood and body fluids containing blood, cerebrospinal fluid, synovial fluid, vaginal secretions, semen and pericardial fluid. These precautions do not apply to other body products such as saliva, sputum, feces, tears, nasal secretions, vomitus, and urine unless blood is visible in the material. However, these other fluids and body wastes can be sources of other infections and should be handled as if they are infectious.

The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, the caregiver should be prepared to use the appropriate barriers: appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. Using common sense in the application of these measures will enhance protection to both the caregiver and the recipient.

5. Hand Washing - Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists (such as rings with stones) should be removed prior to washing and be kept off until completion of the care procedure and hands are rewashed. Use of running water, lathering with soap, and using friction to clean all surfaces of remaining jewelry on hands is key. Rinse well with running water and dry hands with paper towels. If soap and water are unavailable, wet towelettes or "Handi-wipes" may be used.
 - Hands should be washed before physical contact and after the contract is complete.
 - Hands should be washed after contact with any used equipment.
 - If hands (or other skin) become soiled with blood or body fluids, they should be washed immediately before touching anything else.
 - Hands should be washed whether gloves are worn or not, and after gloves are removed.
6. Barriers - Barriers include disposable gloves, protective eyewear, masks, and gowns. The use of a barrier is intended to reduce the risk of contact with blood and body fluids for the caregiver, as well as to control the spread of infectious agents from person to person. It is essential that appropriate barriers be used when contact with potentially infectious material is possible. Gloves should be worn when direct care of an individual may involve contact with blood or body fluids. For infection control, it is recommended that gloves be worn for contact with urine, feces, and respiratory secretions as well.
 - Gloves should be disposed of after each use and not reused.

- Gloves should be worn when changing diapers or catheterizing a student.
- Gloves should be worn when changing dressings or sanitary napkins.
- Gloves should be worn when providing mouth, nose, or tracheal care.
- Gloves should be worn if the caregiver has broken skin on the hands (even around the nails).
- Gloves should be worn when cleaning up spills of blood (e.g. nosebleeds) or body fluids and wastes, and soiled supplies.

Gowns or aprons may be worn to protect the caregiver's clothing if spattering of body fluids is possible. The apron or gown should be laundered or disposed of after each care session and should not be reused. In addition, protective eye wear and masks should be worn if splashing of body fluids is likely to occur (such as mouth suctioning or coughing).

"Chux" or other waterproof barriers should be used to cover any work surfaces if drainage or splashing with blood or body fluids is possible. The barrier should be disposed of after each care session and should not be reused. In the event CPR is needed, a disposable mask with a one-way valve may be used. If this is unavailable, gauze or some other porous material can be placed over the mouth and mouth-to-mouth resuscitation given.

7. Disposal of Waste - All used or contaminated supplies (including gloves and other barriers), except for syringes, needles, and other sharp implements, should be placed in a plastic bag which is then sealed. This bag should be placed in a second plastic bag which is also sealed. The double-bagged waste can then be thrown in the garbage, out of the reach of children or animals.

Needles, syringes, and other sharp objects should be placed in a metal or other puncture-proof container immediately after use. To reduce the risk of an accidental needlestick or cut, needles should not be recapped, bent, or removed from the syringe before disposal. Once it is full, the container should be sealed, double bagged, and disposed of in the garbage away from the reach of children. Bodily wastes such as urine, vomitus, or feces should be disposed of in the toilet.

8. Clean Up - Spills of blood and body fluids that are covered under the universal precautions should be cleaned up immediately. The CDC method is as follows:
 - Wear gloves.
 - Mop up spill(s) with paper towels or other absorbent material.
 - Using a solution of one part household bleach (sodium hypochlorite) in ten parts of water, wash the area well.
 - Dispose of gloves, soiled towels, and other waste in a sealed, double plastic bag in the garbage as outlined above.

Routine environmental clean-up of facilities (such as health room and bathrooms) does not require any modification, unless contamination with blood or body fluids covered under the universal precautions should occur. If so, the area should be decontaminated using the procedure outlined above. Regular cleaning of non-contaminated surfaces such as toilet seats and tabletops can be done with the standard cleaning solution already used or the bleach solution outlined above. Regular cleaning and removal of obvious soil is more effective than extraordinary attempts to disinfect or sterilize surfaces.

9. Laundry - Whenever possible, disposable barriers should be used if contamination with body fluids or blood is possible. If sheets, towels, or clothing do become soiled, they should be handled as little as possible. Wash with hot water and detergent for at least 25 minutes. Cool water washing is also acceptable if an appropriate detergent is used for the water temperature.
10. Accidental exposure to blood, body products, or body fluids places the exposed individual at risk of infection. This risk varies depending on the type of body fluid (blood vs. respiratory vs. feces), the type of infection (salmonella vs. HIV) and the integrity of the skin that is contaminated.
 - Always wash the contaminated area immediately with soap and water.
 - If mucous membrane splash (eye or mouth) or contamination of broken skin occurs, irrigate or wash the area thoroughly.
 - If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

In those instances where broken skin, mucous membrane, or needlestick exposures occur, the caregiver should document the incident. The student's parent/guardian should also be notified. The person who had the exposure should contact his/her physician for further care as outlined by the CDC recommendations.

11. Pregnant Women - Pregnant women are at no higher risk of infection than other care providers, as long as appropriate precautions are observed. However, due to the possibility of in utero transmission of viral infections such as cytomegalovirus (CMV) or HIV, as well as the potential for adverse outcomes with these congenitally acquired infections, pregnant women should be especially careful to observe universal precautions.

TOXIC SUBSTANCES/HAZARD COMMUNICATION IN THE WORKPLACE (1403.57)

Engineering and administrative controls shall be implemented to protect workers from exposure to hazardous and toxic substances such as radioactive substances or other hazardous substances which are defined as "*toxic substance*" (pursuant to RSA 541-A by the Department of Health and Human Services). When engineering and administrative controls are not feasible to achieve acceptable levels, protective equipment shall be used to keep the exposure of employees below the established limits.

1. Right to Know about Chemical Hazards (RSA 227-A)

The Hazard Communication standard, known as the "right-to-know" standard, requires employers to inform workers about hazardous chemicals and substances in the workplace.

Employers must:

- Provide workers with effective information on hazardous chemicals in their work area.
- Keep a current list of hazardous chemicals that are in the workplace (SDS books).
- Make sure that hazardous chemical containers are properly labeled with the identity of the hazardous chemical and appropriate hazard warnings.
- Have and make available to workers Safety Data Sheets (SDS) for each substance that provide detailed information about chemical hazards, their effects, how to prevent exposure, and emergency treatment if any exposure occurs.

2. Safety Data Sheets (SDS)

Chemical manufacturers and importers are required to obtain or develop a SDS for each hazardous chemical they produce or import. Distributors are responsible for ensuring that their customers are provided a copy of the sheet(s). No person shall obtain, purchase, manufacture, formulate, transport or distribute any toxic substance within this state unless the substance is accompanied by a complete SDS prepared by the manufacturer, producer, or formulator of such substance no more than one year prior to the obtainment, purchase, manufacture, formulation, transportation or distribution.

Safety Data Sheets (SDS) are kept on file in the main office of each of the school buildings and are available for examination and reproduction upon request. Any employee who requests information about a toxic substance may, if he does not receive such information within 5 working days, refuse to work with such substance until such time as the employer provides him with such information.

KITCHEN OPERATIONS

The kitchen has the greatest activity and therefore has the greatest potential for an accident or injury to take place. The equipment in the kitchen is made to heat, cut or grind food; all of which may present a serious hazard unless used carefully and correctly.

1. No kitchen equipment should be operated unless the employee has been instructed on its use, operation and cleaning procedures.
2. Use the proper equipment for the job. This includes step stools or stepladders when reaching upper shelves. Never climb on shelves, boxes or chairs.
3. Correct lifting procedures will be followed at all times.
 - Stand close to the object with feet spread for balance
 - Don't twist your body to get into position
 - Squat down, keeping your back straight and your knees bent
 - Grasp the object firmly
 - Breathe in to inflate your lungs (this helps support your spine)
 - Lift smoothly with your legs, slowly straightening them; return to vertical position.
 - Hold the object firmly and close to your body as you carry it.
 - Turn by moving your feet, not by twisting your body.
 - Lifting over your head is a two-person task.
4. Aluminum foil and plastic wrap holders have sharp edges. If these items slip or fall DO NOT GRAB THEM!
5. Knives will be stored in a proper place when not in use and should NEVER be left IN the sink.
6. Clear "EXITS" are a MUST.
7. Wear properly fitted slip-resistant shoes.
8. Clean up spills immediately. Working clean should be standard practice.
9. Close oven doors immediately after inserting or removing foods.
10. Trays should not be overloaded. Dishes and containers of hot liquids should not be overfilled and should be placed on trays in such a manner as to prevent spillage or slipping. In transporting these, move carefully and attentively at all times. Be aware of floor conditions and other workers in the area to avoid collisions. Announce that you are transporting hot liquid/food.
11. Only dry cloths/pot holders will be used when handling hot utensils. Handles of cooking utensils will be turned away from the edge of the stove to prevent them from being brushed off, but kept away from open flame.
12. Do not set boxes, paper or plastic goods on top of the range.
13. In case of fire, use the fire extinguisher/sound the alarm and exit the building.
14. Shut off/unplug units before cleaning.
15. Responsibilities as assigned in the school Food Service Handbook for checking that gas and electrical units have been shut off before leaving for the day.
16. Familiarize yourself with SDS on products you will be using.
17. Know and be ready to use the Heimlich maneuver.
18. Keep your hands clean: Wash thoroughly BEFORE beginning work, WHENEVER you switch garbage or dishes, coughing, sneezing, blowing your nose, or touching your face or hair.

19. Extra care as you prepare: Wash raw foods thoroughly. Always wash foods in the proper sink. Do not use the hand or dishwashing sink. Keep washed and unwashed foods separate to prevent spreading germs.
20. Cutting and chopping: Use color-coded cutting boards. Clean and sanitize your utensils and boards between processing different foods to prevent cross-contamination.
21. Thawing: Thaw frozen foods in a refrigerator or under drinkable running water, 70°F, or colder.
22. Heating: Use an accurate thermometer to make sure that foods have been heated internally to the degree noted on the "Temperature" page.
23. Reheating: Reheat all leftovers or stored foods rapidly to an internal temperature of at least 165°F. Cool and reheat foods as seldom and as quickly as possible.
24. Floor surfaces: Clean up any dropped food, spilled liquids and grease IMMEDIATELY. Wear properly fitted slip-resistant shoes.
25. Aisles/walkways: Keep passageways free of carts, boxes, trash cans, mop buckets and obstacles. Close oven doors immediately after inserting or removing food.
26. Other possible dangers: Use the proper equipment (step stools, stepladders) for reaching upper shelves. Don't run or engage in horseplay.
27. Report to the director of food services and/or building principal any unsafe conditions.