



# **Employee Safety Guide**

**Bloomington  
District #271**

**Edition – 2011**



We help students thrive and dreams come alive

Dear Bloomington Public Schools Co-Workers:

Safety is a shared responsibility between the Bloomington School District and each one of us as an employee. The District, for its part, is charged with ensuring that working conditions, facilities, equipment and materials are of a quality and condition that increase the probability of a safe working environment. In addition, the District must assess and develop policies, rules, regulations and practices that enhance safety when we follow them regularly and carefully.

Each of us as an employee is responsible to know and follow the policies, rules, regulations and practices so that we make a safe environment a reality. In addition, each of us must know and understand our work environment so if an unsafe condition develops, we can identify it, correct it or get help.

This **Employee Safety Guide**, in part, fulfills the District obligation by describing safety issues and providing directions for us in addressing safety conditions. Our individual employee obligation is to study the **Employee Safety Guide** and use it as a direction for safety in our workplace.

The **Employee Safety Guide** is written for you and me. Its format is easy-to-use and the self-study pages are helpful. Our thanks to the District Health and Safety Committee for a job well done. Now it is our turn to read, learn and apply its lessons to achieve safety in our workplaces all across the Bloomington School District.

Thank you for your cooperation and support.

Les Fujitake  
Superintendent of Schools

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# District Health & Safety Committee

## Mission Statement

This committee, with full support of management, will serve as liaisons between management and employees.

We will be responsive to coworker's concerns. We are committed to promoting health and safety through ongoing training and education. We will work diligently to create a safe and healthy working and learning environment for all employees and students.

Bloomington District #271 Employees,

The purpose of this safety guide is to provide employees with information they will need to work in a safe environment. District administration is committed to providing a safe, healthy and pleasant workplace, so that employees are able to focus on the ultimate goal of the district, which is to provide an excellent educational experience for its students.

Although the District is intent on providing a safe and healthy workplace, it is ultimately each employee's responsibility to work safely. This guide is intended as a reference tool for employees to use when questions regarding health and safety in the workplace may arise.

If you have any questions regarding the District Employee Health and Safety Program, please contact:

Health and Safety Office

952-806-8760

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**The Health & Safety Committee is comprised of a representative from each bargaining unit. Contact your bargaining unit representative for more information.**



## I. District Safety Committee

The District Health and Safety Committee is a joint labor/management committee with representation from all employee groups and administration. Its role is to oversee the development, implementation, and ongoing evaluation of the District's employee health and safety program; facilitate communication between employees and administration; and to promote employee involvement in the program.

Safety Committees are a requirement of Minnesota Department of Labor and Industry standard 5208.0010-5208.0090 for all employers with 25 or more employees. They are required to meet at least quarterly.

The District committee meets four times per year. All members are responsible for attending and participating in the meetings. Committee members are also responsible for bringing employee concerns and ideas to the committee for discussion and action; keeping up-to-date on safety regulations, procedures and practices; providing suggestions and ideas on issues such as communication strategies and recognition/reward programs; and promoting safety at their work place.

### Where, as an employee, can I get additional health and safety information?



- ▶ Call your Safety Committee member
- ▶ Refer to data contained at your site safety center located in the administration area
  - ▶ Read Safety Committee meeting minutes posted in each building
- ▶ Obtain safety information from the local library
  - ▶ Obtain safety videos from the safety consultant
  - ▶ Attend required/recommended safety training
- ▶ Contact District Safety Coordinator
  - ▶ Discuss safety at staff meetings

## Safety Information

Safety information is located in each facility's Safety Center.  
Safety information may include:

- Material Safety Data Sheets
- Written Health and Safety Programs
- Safety Suggestions Forms
- Employee Accident Investigation Report
- Employee Safety Guide
- Asbestos Management Plans
- Emergency Preparedness Plans
- Etc.



Please refer to the Safety Center for the above-referenced documentation. Your specific Safety Center is located in the red filing cabinet located in your building.



## *Test your Safety Committee Knowledge*

1. The Safety Committee is made up of administrators only. True.....False
2. In Minnesota, Safety Committees are required by OSHA. True.....False
3. Committee members are responsible for bringing employees concerns and ideas to the committee for discussion and action. True.....False
4. Safety Committees are required to meet once a year. True.....False
5. Where can you get additional information?
  - a. Contact a Safety Committee member
  - b. Attend safety trainings
  - c. Contact district Safety Coordinator.
  - d. Any of the above

1.F 2.T 3.T 4.F 5.d

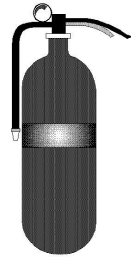
## II. Personal Safety

Bloomington Schools views your safety as a priority and will take steps to ensure that you are safe when working within the District. When you are in any District building or parking lot, please use the following safety tips.

### Fire Safety

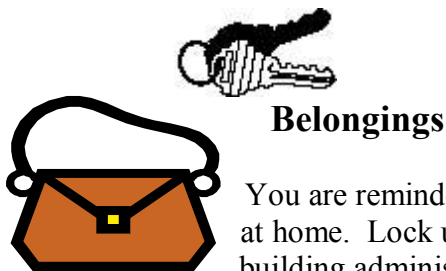
Please be sure to have emergency fire routes posted in your classrooms. Remember, not everyone in a building is necessarily familiar with its layout.

Sound an alarm in case of a fire. Do not attempt to extinguish a fire unless you have received approved training. Only employees trained in fire extinguisher use shall put out **small** fires.



All fires must be reported immediately to the office.

Fire extinguisher training is available to any interested employee. Please contact the Health & Safety Coordinator for further information.



### Belongings

You are reminded to be responsible for your personal items. Leave valuables at home. Lock up purses and other valuables. Report any missing items to the building administrator immediately.

Your school has a site-specific security plan for your review.

### Suspicious Persons



All visitors must check in with the local school office. Any time you see a suspicious person, or are aware of any potentially dangerous situation, contact the building administrator's office immediately! Be familiar with your building's emergency procedures plan.

### Walking Alone

Try to always walk with someone else. When you need to walk alone, plan ahead. Use the safest, and most direct route. Choose well-lit streets at night. Always be aware of what is going on around you. Walk with confidence and display a positive attitude.







## **Parking / Driving**

Know exactly where you have parked before you head for your car. Always lock the doors, no matter how soon you plan to return. When returning to your car, have the door key in your hand. Look inside before you unlock the door and get in. If you have a concern, please contact the building administrator or maintenance to coordinate an escort.

Locking purses, wallets, luggage and valuables in the trunk or glove compartment should be a rule of thumb. Make sure any valuable items are out of sight before leaving. Try to park in well-lit areas if you know you will be working before or after hours.

## **Other Areas of Safety**

General safety rules:

- Be aware of “Wet Floor” signs.
- Be aware of construction signs
- Wear personal protective equipment where it is required.
- Watch for trip hazards.
- Do not block electrical panels (need at least 36” clearance).
- Do not use any unsafe equipment.
- Do not bring chemicals from home into the workplace (i.e. cleaning solution).
- Report all injuries, illnesses or “near misses” to your supervisor.
- Maintain a clean and orderly workplace.
- Keep emergency exits and aisles clear. Do not block doors open or closed, or lock exit doors.
- Inspect ladders and other equipment before using.
- Never use makeshift scaffolding or use chairs to reach high objects
- Extension cords:
  - grounded (three-prong).
  - not used for more that 90 days (only used temporarily).
  - place equipment adjacent to appropriate electrical outlets.
- Report any unsafe condition or act to the Safety Coordinator, Safety Committee member, etc.

## II. A. Work Related Injury



**STEP 1.** Employee is injured on the job. *If injury requires medical attention, employee immediately visits Airport Clinic or after hours Fairview Southdale Emergency. If injury is severe, any medical facility may be visited.*

Airport Clinic  
**8 am – 5 pm Mon-Fri**  
**Closed on Saturday**  
7550 34<sup>th</sup> Ave. S.  
Minneapolis  
612-727-1167

**Or**

**After Hours**  
Fairview Southdale  
Hospital Emergency  
6401 France Ave.  
Edina  
952-924-5141



**STEP 2.** Employee notifies supervisor who fills out “Employee Accident Investigation Report”. (Employee is required to notify employer of injury.)



### **STEP 3.**

Supervisor signs “Employee Accident Investigation Report” and sends original to Human Resources (ESC-HR), yellow copy to Health and Safety Department (DSS-H&S), pink copy to your Principal/Department Head and gold copy to your Department Director.



### **STEP 4.**

“First Report of Injury” is filled out by Human Resources. Employer required under state law to file “First Report of Injury” with school’s workers’ compensation insurance company.



**STEP 5.** “First Report of Injury” sent to our workers’ compensation insurance company.



**STEP 6.** Workers’ compensation insurance company contacts employee depending on nature of injury.

## **OCCUPATIONAL INJURY MANAGEMENT**

### **A. PHILOSOPHY**

In the event there is a work related accident, the Bloomington Public Schools will make sure that the injured employee is cared for and receives appropriate medical attention. All accidents, regardless of the seriousness of the personal injury or property damage will be investigated to determine the cause. Thereafter, corrective action will be taken to avoid recurrence.

Minor incidents or close calls should also be investigated, as they are warnings of potential hazards that could result in serious injuries or illnesses to employees in the future. Fill out a "Safety Hazard Report" to document the incident.

The Bloomington Public Schools support the philosophy of "return to work" and will make every effort to facilitate an injured employee's return to work, as soon as the employee is medically able, either in a modified duty capacity, or in another position that remains within the physical limitations as determined by the medical provider.

The manager will be responsible for ensuring that all administrative procedures are followed when a work related injury occurs. This includes coordinating the return to work with the supervisor, Human Resources, the insurance carrier, the injured employee and the medical provider.

### **B. INJURY REPORTING PROCEDURE**

The following procedures are designed to ensure that the injured employee receives prompt medical care, promotes a rapid recovery and an early return to work

#### 1) IMMEDIATE CARE OF INJURED EMPLOYEE

- a) All work related accidents and injuries must be reported **immediately** to the supervisor. Upon notice of a work related accident or injury, the supervisor or other responsible person should determine the severity.
- b) If the injury is **life threatening**, call 911 immediately.
- c) If the injury is **non-life threatening**, but requires medical attention, the employee should be taken to Airport Clinic, 7550 34<sup>th</sup> Av. S., 612-727-1167 or after hours Fairview Southdale Hospital Emergency, 6401 France Av. S., 952-924-5141. Whenever possible, call the medical provider to advise them of the injury and to ensure they can treat the injury.
- d) At the time of injury, the employee may not need medical treatment. If at a later date the employee decides that a medical opinion is necessary, the employee should advise the supervisor prior to seeking medical attention.

#### 2) REPORTING FORMS

- a) All accidents resulting in a work related injury must be investigated. Upon notice of injury, the supervisor and insured employee, if possible, will complete an "Employee Accident Investigation Report" together.
- b) After the "Employee Accident Investigation Report" has been completed, the supervisor will send a copy to the Human Resources Office within 24 hours of the incident. Copies will also be sent to the injured employee's department director and the Health and Safety Department. The Human Resources Office will complete the "First Report of Injury" and send it to the insurance carrier.
- c) A copy of the "First Report of Injury" must be retained by the Health and Safety Department for the OSHA 300 Log and future reference.
- d) The Health and Safety Department will review and monitor all accident investigations to help determine corrective action that shall take place and follow-up that may be needed.

#### 3) RETURN TO WORK

- a) After the injured employee has received medical treatment, the employee must return to work with a medical report from the medical provider advising the district of the employee's medical status.
- b) The supervisor will review the report with the employee to determine if the employee can return to his or her regular job or if a modified job is necessary.
- c) If work restrictions exist, the employee and supervisor should consider modifying the existing job on a temporary basis in order to allow the employee to return to work.

- d) The employee should immediately report any aggravation of the injury or inability to perform the job to his or her supervisor.
  - e) The supervisor should monitor the employee during the workday to determine if the employee is capable of performing the job and to ensure that the work restrictions are being followed.
  - f) The injured employee's progress should be reported to the manager on a regular basis by the supervisor.
- 4) DELAYED RETURN TO WORK
- a) An injured employee who is not able to work due to a work related injury should be contacted by the supervisor to address any questions or concerns that the injured employee may have and emphasize the District's concern.
  - b) If the injured employee is not able to work due to a work related injury for an extended period of time the supervisor or a designated District representative should contact the injured employee on a regular basis, again to emphasize the District's concern and to monitor the employee's recovery.

## *Personal Safety IQ Test*



1. Do you need to lock your car if you're just going to run into a District building for 15-20 minutes?

Yes.....No

2. You should have keys in hand when returning to your car.

True.....False

3. If you see a suspicious person in your building, you should call 911.

True.....False

1. Yes 2. T 3. F



### **III. Employee Right To Know (ERK)**

The district has an Employee Right to Know program in place for the safety of all employees. The written plan is located at the Health & Safety Coordinator's Office and in the red Health and Safety filing cabinet at each school, the Transportation Center, and the Community Education Campus.

#### **What is Right to Know?**

The Minnesota Employee Right to Know Act of 1984 and the Federal Hazard Communication Act of 1986 were adopted to ensure that employees know how to work safely with hazardous chemicals in the workplace. The Occupational Safety and Health Administration (OSHA) regulate these standards to ensure that employers are providing safe and healthy workplaces and that employees are following all safety rules. Statistical information gathered to date indicates that the Standards have been very effective. Employees and employers have gained considerable knowledge is how to deal safely with chemicals, harmful physical agents and infectious agents.



**For more information, call the  
District Health & Safety Coordinator,  
952-806-8764**

## How does Right to Know affect me?

The District conducts a survey to determine where chemical hazards are present. A determination is then made as to which employees are anticipated to have “routine exposure” to such chemicals. Simply stated, routine exposure means you physically use or are exposed to the chemical on a regular basis. Once the determination has been made, steps are taken to provide affected employees with information and training on how to work safely with potentially hazardous materials.



If you believe that you have “routine exposure”, and have not had Right to Know training, please contact the District Health & Safety Coordinator at 952-806-8764.

## What are my responsibilities?

When chemicals are used safely and properly, they typically pose no harmful effect. When used carelessly, improperly, or spilled, chemicals can pose possible health, fire or reactive hazards to you. As an employee, you must know how to properly use, store, and dispose of chemicals. **MAKE SURE EVERYTHING IS IN A LABELED CONTAINER.** Know what is in the containers in your area. This knowledge helps to promote a safe environment for you and co-workers.

**If you have questions or concerns,  
ASK!!!**

## What do you mean, “Label Everything”?

All containers with hazardous chemical substances must be labeled with the name of the chemical/product and the appropriate hazard warning. In most cases this will refer to custodial/maintenance supplies, industrial technology/art and food service chemical products. If you find a container that is not labeled, please contact a building custodian. They have been trained in Right to Know and will either label the product or store it for proper disposal.

## **What Is a Material Safety Data Sheet (MSDS)?**

A Material Safety Data Sheet (MSDS) is a system of identifying properties and characteristics of a certain chemical or product to enable the end user to work knowledgeably with the product. The MSDS will give the employee the information he/she needs to

### **Section I-Product Identification**

This section lists the trade name as well as any synonyms. The manufacturer's name, address, and telephone number are also included in this section. There will usually be an emergency telephone number provided so that information can be acquired at any time.

### **Section II-Hazardous Ingredients**

This section lists the hazardous ingredients of the chemical mixture. It also includes maximum concentrations to which employees can be exposed for a typical work shift without the potential for harm.

### **Section III-Physical Data**

This section provides physical data on the product. Some significant information may be the boiling point, specific gravity, vapor density, volatility, evaporation rates and general appearance and odor of the chemical.

### **Section IV-Fire & Explosion Hazards**

This section provides fire and explosion hazard information. Besides flash points and explosion limits, specific information as to how to fight fires associated with these chemicals is included.

work safely with that product. Information given on data sheets is outlined as follows (usually provided in this order):

### **Section V-Reactivity Data**

This section provides reactivity data. It specifies materials or chemicals that may be incompatible with the product and can produce undesirable or harmful/hazardous reactions if mixed or placed in contact.

### **Section VI-Health Hazards**

This section, perhaps the most significant and useful part of the MSDS, provides health hazard information. It describes the symptoms and effects of over-exposure to the chemical. It may also provide information on first aid, although first aid is usually found in a separate section. A statement as to whether or not the chemical is listed as a carcinogen is also included.

### **Section VII-Spill & Leak Information**

This section explains how to deal with an accidental spill or leak.

### **Section VIII-PPE**

This section lists what type of, if any, personal protective equipment (PPE) should be worn while being exposed to this chemical.

**If you have a concern or questions about a chemical, ask your supervisor or call the District Health & Safety Coordinator at 952-806-8764**

***BEFORE YOU USE IT!!!***



## What is PPE?

Personal Protective Equipment (PPE) is provided to the employee to prevent contact with a potential or actual hazard.

All PPE needs will be evaluated to determine the type of equipment best suited for the potential or recognized hazard. In certain cases, engineering controls may be implemented to eliminate the hazard, negating the need for PPE.

### ► Gloves

Gloves are required to be worn when dealing with body fluids, blood and chemicals. There are different types of gloves available for different situations. When dealing with blood and body fluids, latex gloves (or appropriate substitute) should be used. These are available to all employees.



Please contact the school nurse. Rubber or neoprene utility gloves should be used when working with chemicals.

***Read the MSDS to determine what type of gloves should be used with the chemical you will be working with!***

Prior to use, check the integrity of the gloves for cracks, tears, holes, etc.

To remove disposable gloves, roll them or pull them from the wrist to the fingers so that the glove is inside out. This minimizes contamination. Disposable gloves should be discarded immediately in a lined container and never reused.

Utility gloves should be washed and/or disinfected after contact with contaminated substances.

**ALWAYS  
WASH your HANDS  
AFTER GLOVE USE!!!**



### ► Eye/Face Protection

Goggles/Face Shields/Masks should be used when there is the potential for chemicals or other foreign materials to get into your face (eyes, nose, mouth, embedded into skin). This may include chemical splashes or flying debris from woodworking or welding. Please contact your supervisor to determine which equipment would best suit your need.

### ► Respiratory Protection

Any respirator use will be evaluated, and affected employees will be provided with the appropriate respirator for the determined hazard. If you have questions regarding respirator use, please contact the District Health & Safety Coordinator at 952-806-8764.



## ► Other PPE

Any other Personal Protection Equipment can be obtained by contacting the District Health & Safety Coordinator at 952-806-8764.



## Training

Employees will be provided with information on our Employee Right to Know Program and how to work safely and healthfully with the chemicals, harmful physical agents and infectious agents within our workplace. New employees will be provided with an overview of our program when they are first hired. Specific, in-depth training will be provided to those employees who are expected to have “routine exposure” to hazardous substances.

If you feel you would like, or need, training on a certain health and safety topic, please contact the District Health & Safety Coordinator at 952-806-8764, or your representative Safety Committee member. Their phone numbers are listed at the front of this guide.

## Definitions

**Hazardous Chemical or Substance** A chemical that may cause acute or chronic health effects in exposed employees as demonstrated by at least one scientific study conducted according to established scientific principles. Hazardous chemicals include carcinogens (cancer causing agents); toxic or highly toxic agents; reproductive toxins; irritants; corrosives; sensitizers; agents which damage the lungs, skin, eyes, or mucous membranes; hepato (liver) toxins; nephro (kidney) toxins; neuro (nerve) toxins; and agents that act on the hematopoietic system (blood-forming organs).

**Infectious Agent** A communicable bacterium, rickettsia, parasite, virus, or fungus. Minnesota Rule 5206.0600 provides additional information on and a list of infectious agents.

**Harmful Physical Agent** Any physical agent such as heat, noise, ionizing radiation, and non-ionizing radiation that presents a significant risk to worker health or safety.

## Employee Right to Know

### Unscramble:

1. What is ERK? \_\_\_\_\_ meeeplyo htrig ot wkon
2. What is MSDS? \_\_\_\_\_ ataimlre stafye aatd ethes
3. What is OSHA? \_\_\_\_\_  
cconoilaputa tesfya dna lhheat mniittaardsnoi
4. What should I do after wearing gloves? \_\_\_\_\_ swha dhnas
5. What is PPE? \_\_\_\_\_  
snalopre octteevipr qpmnieeut
6. How is the District going to provide me with information on chemical hazards?  
\_\_\_\_\_ nntiigar
7. What do I do if I have questions about chemicals or other safety issues?  
\_\_\_\_\_ k!a!s
8. What should I do before I start working with a chemical product?  
\_\_\_\_\_ drae het llabe dna DSSM

*Answers: 1. Employee Right to Know 2. Material Safety Data Sheets 3. Occupational Safety and Health Administration 4. Wash Hands 5. Personal Protective Equipment 6. Training 7. Ask!! 8. Read the Label and MSD*



## Labeling – Self Test

**Let's go through an imaginary situation to determine whether or not labeling is important....**

Joe the custodian has decided that it is much easier to clean his toilet bowls with a spray rather than dumping the chemical out of the original container. The budget in the maintenance department has been tight, and he is saving for that new riding floor buffer, so he has not purchased any new spray bottles in the last year. He found an old white plastic bottle, labeled "GLASS CLEANER" which is empty, so he decides to use that. He does not re-label because he knows he will be the only one using it.

Joe is in the middle of cleaning the restrooms when he gets an urgent call to clean up a blood spill. His custodial cart has run out of the necessary clean-up materials, so he leaves his cart to go to the nurse's office for supplies. It will just take a minute. Meanwhile, Sally, the seventh grade teacher, is going to have some of her students clean the window where they had done an art project with shaving cream. She instructs one of her students to go to the custodian to get "GLASS CLEANER".

Joe has found the blood clean-up supplies, but gets an urgent call to unlock a door that had been mistakenly locked during lunch. It will just take a minute.

The student finds the abandoned custodial cart, gets the "GLASS CLEANER" and goes back to the classroom and starts cleaning the window. It does not appear to be cleaning very well. Sally is now trying to figure out why all of the students are feeling nauseous, two students are having burning sensations in their throats, eyes and noses and one has burns on his hands.

*Oh!! . . . and what's that weird smell ??*

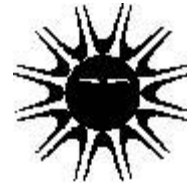
**Please circle areas that went wrong.  
What could have been prevented?**

## IV. Harmful Physical Agents

Minnesota OSHA requires that harmful physical agents be identified in the workplace and that employees be informed of these hazards. Harmful physical agents may potentially be harmful to employees who are exposed to them. These agents include: heat, noise and radiation.

**HEAT: Overexposure to heat can cause heat exhaustion or heat stroke.**

- Boiler rooms
- Summer outdoor work
- Kitchen / dish rooms



### Signs of heat exhaustion:

Pale or flushed appearance  
Weakness  
Sweating  
Headache

Moist, clammy skin  
Dizziness  
Sometimes nausea or a slight fever  
Muscular cramps

If these symptoms occur:

- Contact your supervisor **IMMEDIATELY**.
- Move person to a cool place.
- Loosen clothing.
- Have person drink fluids slowly. (Do not give fluids to an unconscious or nauseated person.)
- Apply cool compresses to the body.
- Elevate feet 8-12 inches.

### Signs of heat stroke:

Chills  
Confusion  
Generalized weakness

Dry, hot, or possibly moist reddish skin  
Strong and rapid or full pulse

Heat stroke is very dangerous. Contact your building's Health Service Associate for help.

## **NOISE:**

**According to OSHA, employees exposed to 85 decibels of noise over an average of eight hours are required to be involved in a hearing conservation plan. This program, along with all other personal protective equipment, is provided at no cost to the employee. See Section XI for more information.**

Employees participating in the following activities may be involved in a hearing conservation plan:

- Grounds Equipment Operation
- Instrumental Music Instruction
- Maintenance



## **RADIATION:**

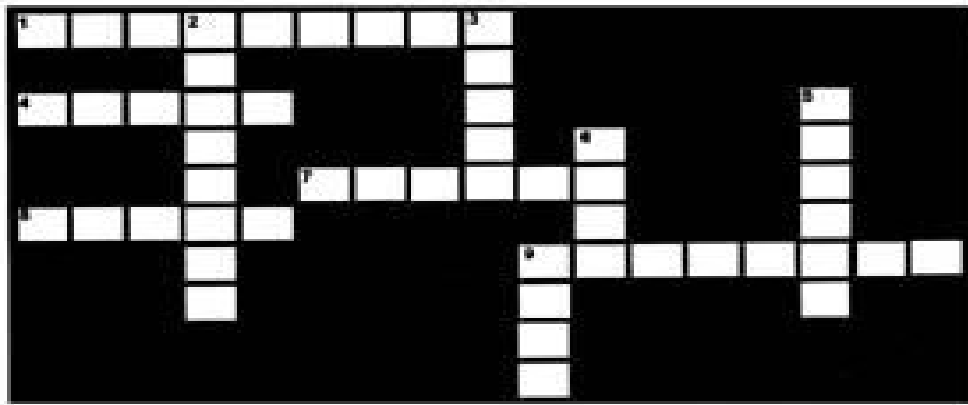
There are two types of radiation – ionizing and non-ionizing. An example of ionizing radiation would be an x-ray machine. Generally, there are no sources of ionizing radiation in the School District. The District does utilize non-ionizing radiation. Non-ionizing rays are a low energy form of radiation. Examples on non-ionizing radiation include:



- Microwave Ovens
- Televisions
- Computers
- Lasers

## Harmful Physical Agents

# C R WORD PUZZLE S S



### Across

1. Microwaves emit this.
4. Produces #9 Down. (think Food Service)
7. Overexposure to #9 Down can cause HEAT \_\_\_\_\_
8. Band instruments, with lots of practice, can produce this.
9. Non-ionizing radiation is \_\_\_\_\_.

### Down

2. X-ray machines emit this type of #1 across
3. Over 85 decibels in 8 hours of this will require a hearing conservation plan.
5. #9 Down generating equipment, accessed mainly by maintenance personnel
6. Agency regulating harmful physical agents.
9. Enjoyed during the summer months.

Down: 2. ionizing 3. noise 5. boiler 6. OSHA 9. heat  
Across: 1. radiation 4. ovens 7. stress 8. music 9. harmless

## V. Bloodborne Pathogens / Infectious Agents

### Definitions

**Bloodborne Pathogens** – Microorganisms that are present in human blood that can cause disease in humans. These include but are not limited to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Human Immunodeficiency Virus (HIV).

**Infectious Agent** – A communicable bacterium, rickettsia, parasite, virus, or fungus. Minnesota Rule 5206.0600 provides additional information on, and a list of, infectious agents.

**Exposure Incident** – A specific eye, mouth or other mucous membrane, non-intact skin or parenteral contact with another's blood or other potentially infectious materials.

**Occupational Exposure** – Reasonably anticipated skin, eye, mucous membrane or parenteral contact with another's blood or other potentially infectious materials that may result from doing one's job.

**Standard Precautions** – An infection control work practice where all human blood and body fluids are treated as if they were known to be infectious for pathogens such as HBV, HCV and HIV.

### What kind of training will I receive?



The District has conducted an assessment of job duties within the District. If it has been determined that you could have “reasonably anticipated” occupational exposure to bloodborne pathogens, you will be provided with extensive training at no cost to you, at a reasonable time and place.

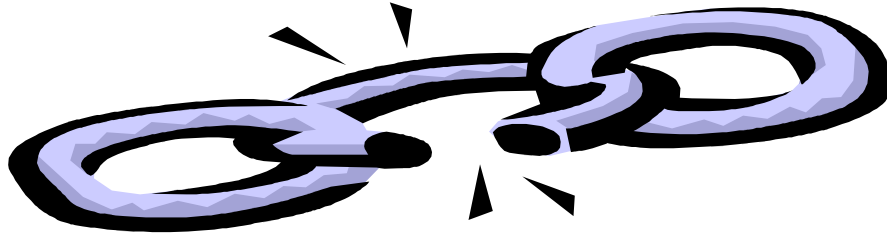
All District staff will be provided with a brief overview of the law and what district policy and procedures are when dealing with blood and body fluids.

***If you have any questions regarding  
bloodborne pathogens or infectious agents training,  
please contact your Health Services Associate  
or District Health Services Supervisor.***



## What is the ‘Chain of Infection’ and how can I break it?

The ‘Chain of Infection’ is the means by which an individual may become infected with a communicable disease. If any link in this chain is broken, infection will not occur!!



- **Infectious Agent** The infectious agent could be a virus, bacteria, fungus, parasite or other microorganism that causes disease.
- **Host Susceptibility** How well you are, as a host, determines your ability to resist an infectious agent. Is your immune system weak? Are you under a lot of stress?
- **Reservoir** The reservoir is what the infectious agent is contained in. It could be man, animal, food, contaminated surfaces, feces or other sources where microorganisms have the chance to survive and multiply.
- **Modes of Entry** The mode of entry indicates a way for the infectious agent to enter the host. This could be by inhalation, ingestion, direct contact or bloodborne.
- **Modes of Transmission** Transmission can occur in the following ways: direct contact, food-borne, airborne and bloodborne.
- **Modes of Escape** This is the means of escape from the reservoir. An example is sneezing.

Typically, infectious diseases in a school setting are included in the Exposure Control Manual located in each school’s health office.

## What are Standard Precautions?

Standard precautions are the practice of treating all blood and potentially infectious materials as though they are infected with HIV, HBV, HCV or other communicable disease. When dealing with blood or other body fluids, wear proper PPE.



**BODY  
FLUIDS!?!  
YUCK!!**



## Who do I contact if I have a question?



Contact the Health Services Associate in your building.

The District has also developed an Exposure Control Plan (ECP). It is available to all employees. If you are interested in reviewing the ECP, please contact your school Health Service Associate.

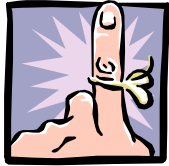
The ECP is a working document, which establishes Bloomington Schools' policies, practices and guidelines for an effective bloodborne pathogen program.

The main objective of this plan is to protect employees from potential workplace hazards by reducing occupational exposure to HBV, HCV, HIV and other bloodborne pathogens.

You may need training if you are routinely exposed.

*If you feel you require training and have not received it, please contact*

*The Health & Safety Office at 952-806-8760*



## Infection Control Practices to Remember !!!!!!!

- **Wash your hands!** Hand washing is the single most important thing you can do to prevent infection.
- **Use personal protective equipment (PPE)** when dealing with blood or body fluids.
- Ask for **field trip cleanup/first-aid kits** when going on field trips – be prepared!
- Remind students to **cover their mouths or noses** when coughing or sneezing.
- Maintain good **Personal hygiene**.
- **Report illnesses** to school Health Service Associate.
- **Vaccinate if at occupational risk** to contract HBV.
- **Sharps (needles, broken glass etc.) contaminated with blood should be disposed of in a sharps container (located in each school's health office) or disinfected.** Employees are not to pick up contaminated sharps by hand. Call custodial staff and they will use a broom and dustpan to transport.
- **Review infectious agent fact sheets** available through your school health associate (very nice light reading!!).
- **Assist injured persons in self-care.**
- **Contact your school Health Service Associate for additional information.**



## What should I do with a blood or body fluid spill?

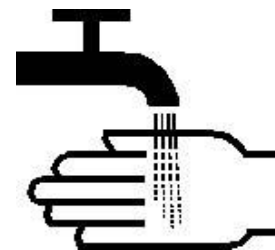
If you haven't been trained, call a custodian. If you have been trained, remember to take the following steps:

1. Put on gloves.
2. Sprinkle absorbent material. Sweep up.
3. Clean with disinfectant.
4. Let disinfectant sit for manufacturer's recommended amount of time.
5. Put contaminated materials into a plastic garbage bag.
6. Remove gloves.
7. Place gloves into bag.
8. Place bag into a lined trash receptacle.



## What is the proper way to wash my hands?

1. Use warm water. (Feels so good, but cold water works!)
2. Wet both hands and wrists well before using soap. It helps the soap lather.
3. Apply soap. *Otherwise, what's the use?*
4. Scrub for a least 15 seconds, 30 if you really mean business!
5. Rinse completely to remove all soap.
6. Dry completely to prevent chapping.
7. Turn off faucet with paper towels. This prevents contamination of clean hands.
8. Dispose of paper towels properly.



## What is a sharps container?



A sharps container is a receptacle for blood-contaminated objects that cannot be thrown into the regular waste stream. This is to prevent employees and other individuals from having a blood exposure incident involving an accidental injection.

A sharps container is typically a red, hard plastic container with an opening at the top. Usually, needles are deposited in these containers, although contaminated X-acto blades, scalpels, broken glass, and other materials may also need to go into the sharps container.

All sharps containers are located in the health office. An infectious waste disposal company will empty sharps containers. Employees **WILL NOT** empty these containers.

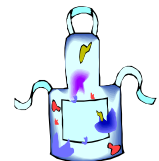
## What kind of PPE is available to me?

As with potential chemical exposure, the District will provide PPE to those employees expected to be routinely exposed to bloodborne pathogens.



**Gloves** are available to all employees for use when dealing with blood or body fluids. If you do not have gloves available to you, contact the school nurse.

**Aprons** will be provided to the staff that has the potential for contamination to their street clothing.



**Face Shields** will be provided to those individuals who may have the potential for blood or body fluid splash back to the face.

**Resuscitation Masks** will be available to those who may need to provide mouth-to-mouth resuscitation.

*Contact your supervisor or school  
Health Services Associate if you  
Have any questions regarding PPE.*



## VI. Lifting

Employees must use proper lifting techniques at all times to prevent back injuries. When lifting, keep the following in mind:

- Size up the load. Test corners to see how heavy an object is.
- Bend at the knees, not at the back. This is the most important thing you can do when lifting:
  - Place feet close to the object.
  - Center yourself over the load.
  - Bend your knees and get a good hold.
  - Lift straight up, smoothly. Make your legs do the work, not your back.
- Do not twist or turn your body!!
- Make sure you can carry the load where you need to go before you lift it.
- Set the load down properly. Lower the load slowly by bending your knees.
- Always push, not pull, an object when possible.



### Other back safety tips:

- Always use good posture.
- Eat well and exercise!
- Lead a balanced life....relax!
- When lifting, plan ahead.
- Split larger loads into smaller ones, if possible.
- Get help lifting objects that are too heavy for you.
- Make sure the weight is stable and evenly distributed.
- Make sure there's nothing sharp or abrasive sticking out.
- Don't get hurt trying to be a hero!
- If you work lying on your back, keep your knees bent.
- Let leverage do the work whenever possible.
- Don't jump from loading docks, platforms, etc. The shock could hurt your back.

# REPETITIVE REPETITIVE REPETITIVE

## VII. Ergonomics / Repetitive Motion

Repetitive motion disorders (or cumulative trauma disorders) may be caused by tasks that require repeated use of the same muscles, tendons, and bones. These disorders account for a lot of complaints of pains and aches in the workplace.

One way of reducing and / or eliminating these disorders is the science of Ergonomics. Ergonomics is the study of designing tasks and tools to match your abilities and limits. It is making the job fit the person, not forcing the person to fit the job.

The District encourages employees to prevent common repetitive motion disorders such as tendonitis, lower back pain, carpal tunnel, etc. by varying routine tasks whenever possible.



### What can I do to prevent repetitive motion disorders?

#### ❖ Working with tools:

- Use power tools rather than manual tools when feasible.
- Learn and follow proper procedures for tasks like lifting, cutting, or handling vibrating tools.
- Switch periodically to easier / different tasks.
- Reduce the number of repetitive movements in a task.



#### ❖ Working with computers:

- Place computer screens about 12 to 18 inches from your face. Angle so you don't have to strain your neck.
- Position the computer screen's top display line and the top of the document holder just below eye level.
- Tilt the keyboard so you can reach all keys easily with wrists straight and elbows at a 90-degree angle.
- Take breaks and exercise your wrists and fingers BEFORE soreness or pain set in.

➤ **Sitting:**

- Keep your back straight
- Your feet should rest on the floor.
- Your thighs should be horizontal.
- Your hands and arms should be straight.



➤ **In General:**

- Do not twist upper portion of body. Move whole body to complete task.
- Be alert to tasks or movements that are painful.
- Report symptoms immediately to supervisor.
- Do not ignore symptoms.
- Stay in shape.
- Help organize your work area and tasks for comfort.
- Look for ways to reduce repetitive and awkward movements.



**when you notice:**

pain	numbness	stiffness	burning
tingling	aching	weakness	swelling

**in your hands, arms, wrists, neck, shoulders or back.**

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**DO:**

- Try to keep your wrists straight, rather than bent or flexed.
- Carry materials with a palm-down grip, especially if they're an awkward size.
- Use your full hand and all fingers to grasp objects.

**DON'T:**

- Wait until soreness or pain set in to take a break or exercise your wrists and fingers.
- Wear clothes, gloves, or jewelry that fit tightly around the wrist.



## VIII. Electrical Safety



There are a number of pieces of electrical equipment located throughout the District. Although most equipment is in good shape and does not pose a threat of injury, if not used properly or kept in good condition, the potential for injury or death increases. It is the responsibility of each employee to use equipment properly and to report any damaged equipment to the custodian.

Prior to using any electrical equipment, please take a moment to look it over for any damage or defects. Some equipment checking tips:

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### DO:

- Use extension cords or outlet strips only in emergency or temporary (90 days) situations.
- Look for and report exposed wires, broken switches, or loose knobs before using.
- Know how to use the piece of equipment. Read the operator's manual.
- Call a custodian when you feel an electrical shock or tingling, smell a strange odor, or see smoke.
- Obey locks, tags, signs, barricades and attendants warning you about electrical hazards.

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### DON'T:

- Use cracked or broken electrical wall outlets.
- Use three pronged plugs with a loose or missing U shaped ground plug.
- "Yank" plugs out of a wall outlet.
- Use equipment that has a liquid spilled on or objects dropped in it.
- Set equipment on wet locations.
- Stack things on or behind electrical equipment that might interfere with proper ventilation of the equipment
- Apply tape to power cords that are damaged
- Store things in front of electrical panels (keep 36" clearance).
- Use household coffee pots in school buildings (these are not properly grounded and are also a fire hazard).
- Use ungrounded (two prong) fans in school buildings.
- Use cords to raise or lower equipment.
- Fasten cords with staples, nails, or other means that could damage cord insulation.
- Plug or unplug equipment with wet hands.
- Plug two extension cords into one another.



## **IX. Lockout / Tagout**



The Lockout / Tagout Standard requires employers to establish a program that will protect employees from the dangers of stored energy in machinery or equipment or in the event of an unexpected start up while machinery is in service. This could potentially affect any employee in the District.

### **What is Lockout / Tagout and how does it affect me?**

Lockout is accomplished by installing a lockout device (commonly a lock, but could also be a block, chain or other means of lockout) at the power source so that equipment powered by that source cannot be operated.



Tagout is accomplished by placing a tag on the power source.

Only qualified employees in the District will be allowed to Lockout or Tagout electrical equipment. This will usually include maintenance, custodial or vendor staff. These individuals receive specialized training and are aware of the appropriate procedures and the potential dangers.

All other employees must follow precautions and warnings near Locked or Tagged out electrical equipment. Affected employees will be alerted by custodial staff when there will be a Lockout or Tagout situation in their areas.

***DO NOT TRY TO START MACHINES  
OR EQUIPMENT THAT ARE  
LOCKED OR TAGGED OUT!!!***

**Only the person who attached the lock or tag may restart the equipment.  
Someone may be seriously injured or killed otherwise.**



**Following are two examples of what could happen if you do not follow the Lockout / Tagout safety rules:**

**Situation #1:**

“I can’t leave these papers lying around till tomorrow,” said Betty from personnel as she looked up the clock, which read 4:15. “I’ll fix the shredder myself.” She traced the cord and unplugged it. (The plug was located in the next office, out of sight of the shredder.) Just as she stuck her fingers inside to clear the jammed paper, the machine started up, severing several of her fingers. A custodian had seen the plug lying on the floor and had plugged it in.

**Situation #2:**

One of the valves on a steam pipe in the boiler room needed replacing, so Joe closed the connecting valves to stop the flow. Just as he removed the bad valve, hot steam flowed through the line, burning him instantly. A co-worker didn’t know the line was being worked on and had turned one of the valves.

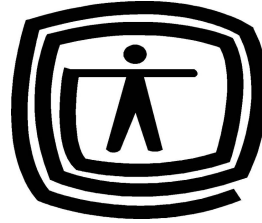


**How could these situations have been prevented?**

Situation #1:

Situation #2:

## X. Confined Spaces



A confined space is defined as a space that is large enough for an employee to enter, has restricted means of entry or exit, and is not designed for continuous employee occupancy. To prevent accidents or injuries in confined spaces, OSHA requires all such spaces to be evaluated and appropriate procedures for entry to be established. The written plan is located in the Health and Safety District Office.

Generally, this regulation will not affect all staff, but employees should be aware of confined spaces within the District, which are usually boilers, hot water tanks, sewer manholes and pipe tunnels and chases.



### How could a Confined Space be hazardous?

**Oxygen Deficiency** that is less than 19.5 percent of the air. At 16 percent you will feel disoriented and between 8 and 12 percent you will generally become unconscious.

**Combustible gases** are typically caused by fumes and vapors igniting in the trapped air space.

**Toxic air contaminants** occur from chemicals located within the confined space and have nowhere else to go.

**Physical hazards** include steam lines, machinery and equipment with moving parts, electrical equipment and others.

Only trained and qualified staff is allowed to enter confined spaces within the District. This includes maintenance, custodial and vendor staff. General staff do not usually perform duties that require confined space entry.

***If you have any questions,  
Contact your school's Chief Custodian or  
Buildings & Grounds Supervisor.***

## **XI. Hearing Conservation**



Noise is recognized as an occupational hazard that can cause temporary or permanent hearing loss. You must be sure to take all precautions to protect your hearing. The District will conduct noise testing in certain areas to determine the decibel level and what, if any, hearing protection should be used.

### **What is noise?**

Noise is an unwanted to unpleasant sound at a high decibel level. Noise can cause problems from simple fatigue to total hearing loss. Hearing loss usually takes place over a long period of time and may not be readily apparent until the damage is done. Workplace noise at these high levels is usually overlooked by employees because it does not cause identifiable symptoms until damage has occurred.

### **What happens after the District tests for noise levels?**

Once the District has assessed noise levels and it has been determined that these levels cannot be administratively reduced (i.e. mufflers, reducing employee exposure time), employees are trained, given audiometric exams and provided with hearing protection in areas where levels were found to be high. Employees will be required to wear hearing protection when working in high noise level areas.

***For more information,  
Please contact your supervisor.***

### **How to reduce exposure to noise:**

- Place noisy machinery in a separate area away from as many workers as possible.
- Place machinery on rubber mountings to reduce vibration.
- Use sound-absorbing acoustical tiles or materials on floors, walls and ceilings.
- Arrange work schedules to cut down on the time each worker spends in a noisy area.
- Don't use homemade hearing protectors. They don't work.
- If it has been determined that you have the potential to be exposed to high noise levels, you can order PPE by contacting the District Health & Safety Coordinator at 952-806-8764.



## **XII. Asbestos**

In 1988 the EPA, through the Asbestos Hazard Emergency Response Act (AHERA), required all schools to inspect their facilities for asbestos-containing materials. Asbestos is a mineral used extensively throughout the past 60 years in a variety of different building materials and other products. It can be found in floor and ceiling tiles, acoustical soundproofing, structural fireproofing, pipe and boiler insulation and many other materials. Federal surveys show that this type of material is present in more than 700,000 buildings throughout the country. Incidents of asbestos-related health problems have come primarily from heavy exposure associated with mining, manufacturing or installation of asbestos-containing products. The level of exposure in such situations is substantially higher than that found in a building which contains undisturbed asbestos.

AHERA also required schools to implement a plan to re-inspect and manage the asbestos-containing material identified in each building. The District implemented its management plan as of July 9, 1989 and has been conducting the required six-month periodic surveillances of all asbestos-containing building materials. The periodic surveillance as well as three-year re-inspections is conducted to provide a continuous assessment of asbestos-containing materials to assure safety conscious management of these materials.

The detailed plan and updated information for each building and the entire District is open to public review. If you have any questions, please contact the District's Asbestos Program Manager, (Health and Safety Coordinator), at 952-806-8764.



### **XIII. Conclusion**

Thank you for reading and understanding our mission – to create a healthy and safe workplace by providing information, conducting trainings and preventing workplace accidents and injuries.

If you have questions or concerns, please contact your building chief custodian or safety committee representative:

Health and Safety Office ..... 952-806-8760

**Bloomington Public Schools**

**SAFETY HAZARD REPORT**

**EMPLOYEE:** Please fill out and submit to Building Chief.

Date: \_\_\_\_\_ Building: \_\_\_\_\_ Location: \_\_\_\_\_

Description of Hazard: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Reporting Person: \_\_\_\_\_  
(Legible, so we may report back to you)

Measures Taken, Corrective Action or Referral to Safety Committee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Completed By: \_\_\_\_\_ Date: \_\_\_\_\_



Response to Reporting Employee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Response Date: \_\_\_\_\_

Reviewed by Building Safety Representative: \_\_\_\_\_

White: Building Chief  
Canary: Building Health & Safety Representative  
Pink: Building Principal



**The Bloomington Schools are an Equal Opportunity/Affirmative Action educator and employer.** This publication is available, upon request, in alternative formats. To request an accommodation, call Nancy Eidem at 952-681-6403 (Voice), email [neidem@bloomington.k12.mn.us](mailto:neidem@bloomington.k12.mn.us) or (Deaf Only) Minnesota Relay 711.