

Occupational Safety and Health Program Plan

for the

Bergen County Technical Schools District

Date last adopted by the district Board of Education: **October 20, 2022**

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1.0 Scope

This safety and health plan covers all occupational safety and issues associated with staff, teachers, and students both on school district property and at Worked Based Learning (WBL) worksites. The following school facility locations are covered by this plan:

- Bergen County Academies
- Bergen County Technical Schools' Paramus Campus
- Bergen County Technical Schools' Teterboro Campus
- Northern Valley Regional School District Demarest Campus
- Applied Technology High School
- Northern Valley Regional School District Old Tappan Campus
- Bergenfield High School

2.0 District Safety and Health Policy

The district Board of Education (BOE) is committed to providing a safe and healthful environment for all employees and students on school property and at WBL worksites. Its goal is to eliminate, as much as possible, the risk of school-related injuries and illnesses. It is also committed to providing instruction to students on the proper skills, attitudes, and work habits necessary for them to work safely in their future occupations. As appropriate, the district BOE will provide funds, time, and training to administrators and teachers to help develop and implement the district's safety and health plan.

It is the district BOE's policy to comply with all federal, state, and local environment, safety and health regulations. Where regulations are not sufficiently protective, the board supports the implementation of additional measures that provide a safe and healthful environment.

The district BOE believes that ensuring a safe and healthful environment is everyone's responsibility and should be an integral part of all operations. All employees and students are expected to observe environmental, safety, and health

requirements and take all practical steps necessary to prevent injuries and illnesses.

3.0 Plan Objectives

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

4.0 Organizational Structure and Responsibilities

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

- Develop and implement a district S&H Plan in cooperation with the district BOE;
- Provide administrative oversight to ensure the S&H Plan is effective;
- Ensure adequate staffing that allows for implementation of the S&H Plan at all facilities;
- Provide a budget in cooperation with the district BOE sufficient to implement the S&H Plan and corrective action;
- Ensure the S&H Plan is updated as necessary;
- Ensure unsafe conditions and actions are identified and corrected;
- Ensure district facilities and equipment are safe;
- Ensure training and information is provided to staff, teachers, students, and others as necessary about safety and health issues;
- Ensure compliance with safety and health regulations;

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

The CSA has assigned responsibility for coordinating all S&H Plan activities within the district to the District Safety and Health Designee (Designee), a district BOE approved position. The Director of Buildings and Grounds has been appointed as the Designee. The Designee in cooperation with the CSA has created a District Safety and Health Committee (DC) chaired by the Designee. With consultation by the Designee, the CSA will appoint other key representatives of the district to the DC, as appropriate, to carry out DC activities. The Director of Building and Grounds and at least one Supervisor will be a standing member of the DC. The DC will meet at least quarterly and carry out the following tasks:

- Develop, review, revise, and assist with the implementation of the S&H Plan at school facilities;
- Develop, review, revise, and assist with the implementation of district safety and health policies and procedures;
- Develop, review, and revise emergency procedures to cover evacuations, hazardous material releases, fires, natural disasters (e.g., earthquakes, high winds, floods, hurricanes, thunderstorms, tornadoes, and water utility failure), man-made threats (e.g., violence, terrorist attacks, and bomb threats), medical and first aid emergencies, and handling of bodily fluids that may contain infectious pathogens;
- Develop, review, and revise procedures for reporting, investigating, and recording safety and health incidents involving treatment by licensed care professionals;
- Develop, review, revise, and assist with implementation of policies and procedures for addressing safety and health issues at SLE worksites;

- Develop, review, revise, and assist with implementation of policies and procedures that ensure safety and health issues are adequately addressed in all CTE programs and courses;
- Develop, review, revise, and assist with implementation of policies and procedures for eliminating safety and health hazards on a high priority basis;
- Inspect facilities to identify safety and health hazards;
- Evaluate the effectiveness of the S&H Plan and other S&H policies and procedures;
- Coordinate professional development training for staff and teachers regarding safety and health issues; and,
- Review safety and health inspection reports and incident reports.

In addition to the DC, the CSA will cooperate with the NJ Department of Labor and Workforce Development, who oversees the County Apprenticeship Coordinator who has responsibility for approving and coordinating apprenticeships with the county.

The Director of Buildings and Grounds, in addition to the Designee responsibilities, has the following additional responsibilities:

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

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

- Assist with development of the S&H Plan;
- Implement the S&H Plan;
- Recommend changes to the CSA regarding improvements to the S&H Plan;
- Evaluate the effectiveness of the S&H Plan every two years;

- Appoint members to the School Safety and Health Committee (SC);
- Ensure the SC meets on a regular basis;
- Assign and organize staff to allow efficient and effective implementation of the S&H Plan;
- Establish procedures to identify and correct unsafe conditions, equipment, and tasks;
- Provide training and information to staff and teachers as necessary about S&H issues;
- Enforce compliance with S&H regulations;
- Enforce compliance with school district policies, procedures, and the S&H Plan;
- Include safety and health policies where appropriate in important documentation including the student handbook and within new teacher orientation documents.

The Principals at each school have created a SC. The Assistant Principals or Supervisor will serve as the chair of these committees. The Principals in cooperation with the Assistant Principals/Supervisors will appoint members to the SC as necessary to carry out the S&H Plan. The SC will meet monthly and carry out the following responsibilities:

- Inspect school facilities to identify safety and health hazards;
- Initiate corrective action to eliminate safety and health hazards;
- Follow up on corrective action implemented to eliminate safety and health hazards to ensure the corrective action has been implemented;
- Review staff, teachers and student practices to ensure proper implementation of the S&H Plan;
- Review incident reports;
- Conduct incident investigations;
- Make recommendations to the Principal regarding improvements in safety and health policies and procedures;
- Advocate for compliance with safety and health policies and procedures;
- Assist teachers, as needed, with job safety analysis of student tasks; and,
- Assist supervisors and teachers, as needed, with instructional improvements for addressing safety and health issues.

As safety and health is a shared responsibility, the School Nurses, Supervisors, Teachers, SLE Coordinators, Cooperative Education Coordinators (if appointed), Students, and Parents/Guardians must also follow safety and health policies and procedures. The following is a list of their responsibilities:

- School Nurses
 - Establish procedures for responding to incidents involving first aid and other medical emergencies;

- Establish universal precaution procedures;
- Assist with development of universal precaution policies;
- Establish procedures for medical clearance associated with the issuance of respiratory protection;
- Report medical incidents to the principal and others as assigned;
- Follow procedures established for responding, investigating, reporting and recordkeeping associated with safety and health incidents;
- Assist with the completion of incident reports; and,
- Coordinate or conduct training on emergency medical procedures and universal precautions.

· Supervisors

- Follow district policies, procedures, and the S&H Plan;
- Develop curricula in cooperation with teachers that addresses CTE safety and health issues;
- Assist the principal to ensure the S&H Plan is implemented in the district;
- Participate in safety and health inspections and job safety task analyses;
- Provide administrative oversight to ensure teachers carry out assigned responsibilities.

· SLE/WBL Coordinators and Cooperative Education Coordinators

- Supervise students at WBL worksites only within the scope allowed by their credentials;
- Place students at WBL worksites in compliance with federal and state child labor laws;
- Review and approve SLE worksites prior to placement to ensure worksites are safe;
- Refer to the NJ Safe Schools Program’s “Worksite Safety and Health Evaluation Guide”
- Develop and implement a business/agency agreement in accordance with NJDOE requirements and guidelines available at the following website: [NJDOE- Structured Learning Experiences](https://www.nj.gov/education/cte/sle/)
- Develop and implement an individualized student training plan establishing the NJ Student Learning Standards (NJSLS), education and training objectives, and worksite activities of the SLE in accordance with NJDOE requirements and guidelines available at the following website: [NJDOE- Structured Learning Experiences](https://www.nj.gov/education/cte/sle/)

- Inspect WBL worksites every 10th day the student reports to the worksite following the “NJ Model Worksite Visit Checklist for Supervising All Structured Learning” available at the following website: [NJDOE- Structured Learning Experiences- NJ Model Worksite Checklist](https://www.nj.gov/education/cte/sle/) (https://www.nj.gov/education/cte/sle/).
- Maintain records of business/agency agreements, individualized student training plans, worksite inspections, and the formative and summative assessments being used by the district and worksite mentor to assess the student’s progress in accomplishing the learning objectives that are identified in the individualized student training plan;
- Follow district safety and health policies and procedures for SLE placements;
- Ensure WBL students receive worksite specific safety and health training;
- Investigate and implement corrective actions for each incident; and,
- Report each incident according to the school district’s procedures.

· Teachers

- Follow district policies, procedures, and the S&H Plan;
- Develop curricula that addresses CTE safety and health issues;
- Incorporate the results of hazard analyses into the curricula;
- Regularly inspect classrooms to identify unsafe conditions;
- Conduct a job safety task analysis of student tasks that involve exposure to safety and health hazards;
- Implement corrective action to prevent student exposure to unsafe conditions, equipment, and tasks;
- Instruct students on safety and health issues associated with career and technical education courses prior to exposure to safety and health hazards;
- Provide material safety data sheets and hazardous substance fact sheets to students as requested;
- Establish safety and health procedures for students in the classroom;
- Assess students on safe and health knowledge and procedures before students may perform any activity posing a significant safety and health risk;
- Enforce safety and health procedures;
- Maintain student records of assessments associated with safety and health knowledge and procedures;
- Attend professional development courses on safety and health;
- Investigate safety and health incidents that occur in the classroom;
- Model best safety and health practices to the students;
- Supervise students at all times while in the classroom;

- Practice emergency procedures as necessary.
- Students
 - Work in a safe and healthy manner;
 - Follow all safety and health procedures and rules;
 - Keep work areas neat and clean;
 - Dress in a safe and healthy manner for the job;
 - Report unsafe conditions and equipment to the classroom teacher immediately;
 - Report all incidents associated with safety and health to the teacher;
 - Wear all personal protective equipment as required;
 - Inspect all personal protective equipment prior to donning to identify defects; and,
 - Use protective and safety equipment, tools, and machinery as they were designed.
 - Access chemical storage, equipment storage, and other similar spaces as instructed by a teacher.
 - Parent/Guardians
 - Develop an awareness of the safety and health policies, procedures and expectations in the student's CTE program;
 - Reinforce district safety and health policies and procedures;
 - Review district correspondence regarding CTE safety and health issues and respond as required;
 - Inform the school district of any unreported injury or illness resulting from a CTE incident and any related medical follow up.

Organizational structure for the S&H Plan.

- The District Board of Education (BOE) oversees the Chief School Administrator (CSA).
- The CSA oversees the School Principals (P), and District Safety and Health Designee (Designee).
- The NJ Department of Labor and Workforce Development oversees the County Apprenticeship Coordinator.
- The Designee oversees the District Safety and Health Committee.
- The School Principals oversee the School Assistant Principals (AP), Instructional Programs and Facilities Maintenance.

- The AP oversees the School Safety and Health Committee, and Instructional Programs
- The Assistant Superintendent oversees the Supervisors and SLE Coordinators
- The Supervisors oversee the School Instructors.
- The School Instructors oversee the School Students
- The SLE Coordinators and Cooperative Education Coordinators oversee the WBL Students.

Attached (Appendix A) are the names and titles of the school district's key contacts for S&H.

5.0 Hazard Analysis Procedures

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

- Annual inspections by local fire inspectors;
- Periodic insurance carrier inspections;
- District and School Safety and Health Committees inspections;
- Teacher inspections of classrooms at the beginning of each class;
- SLE and Cooperative Education Coordinator inspections of WBL worksites.

The District Safety and Health Committee will conduct safety and health inspections of administrative offices, using the inspection checklist attached as Appendix B. By the end of each school year, all administrative offices will be inspected at least once. The DC will also review inspection reports conducted by the local fire inspectors and insurance carriers. Where inspections and/or inspection reports have identified hazards posing an unacceptable risk, corrective action will be implemented. Where unacceptable risks associated with instructional programs have been identified, this information will be communicated to the appropriate supervisor and instructors involved.

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

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

Finally, SLE and Cooperative Education Coordinators will conduct inspections of worksites prior to placement of any students and then every 10th day the student reports to the worksites using forms adapted from the “[Worksite Safety and Health Evaluation Guide](https://sph.rutgers.edu/training/nj-safe-schools/assets/docs/evalguide.pdf)” available at the following website: (<https://sph.rutgers.edu/training/nj-safe-schools/assets/docs/evalguide.pdf> /) will be used for the initial inspection. The “[New Jersey Model Worksite Check List for Supervising All Structured Learning](https://www.nj.gov/education/cte/sle/WorksiteChecklist.pdf)” available at the following website: (<https://www.nj.gov/education/cte/sle/WorksiteChecklist.pdf>) can be adapted and used for follow up inspections. Any significant hazard will be corrected such that no exposure can occur to students.

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

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

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

Chemical inventories and maintenance of materials safety data sheets will be conducted following the procedures specified in the District Hazard Communication Program. A copy of the written program is available from the CSA, District Safety and Health Designee, and School Principals.

5.4 Procedures for job safety task analysis to identify potential hazards inherent in the way processes or operations are done by the Director of Buildings and Grounds or his/her designee will annually review maintenance and repair job tasks to determine potential hazards inherent in the way processes or operations are conducted. Where unacceptable risks are identified, corrective action will be implemented. As part of this review, a workplace hazard assessment will be conducted to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. A written document will be created with the title “Workplace PPE Hazard Assessment” certifying the PPE workplace hazard assessment was conducted, the identity of the workplaces evaluated, the name of the person(s) certifying that the evaluation was conducted, and the date(s) of the hazard evaluation. This document will be maintained by the Director of Buildings and Grounds. Individual instructors in cooperation with their program supervisors will annually review student tasks in their instructional programs to determine potential hazards inherent in the way processes or operations are conducted. Where unacceptable risks are identified, corrective action will be implemented. Where appropriate, instructors will incorporate jobs safety analysis results into student instructional programs. As part of this review, a workplace hazard assessment will be conducted to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. A written document will be created with the title “Workplace PPE Hazard Assessment” certifying the PPE workplace

hazard assessment was conducted, the identity of the workplaces evaluated, the name of the person(s) certifying that the evaluation was conducted, and the date(s) of the hazard evaluation. These documents will be maintained by the Director of Buildings and Grounds.

5.5 Maintenance and repair procedures for safety and health issues

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

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

Every CTE course offered will address the general safety and health competencies associated with the program. Descriptions of general classroom safety and emergency procedures will be developed by instructors and program supervisors. The following are general competencies addressed across courses:

- Identify and use safe work procedures;
- Select the correct tools and equipment for each job;
- Use tools and equipment correctly;
- Maintain tools and equipment;
- Maintain a clean and orderly work area;
- Wear attire and safety equipment appropriate to the task;
- Identify hazardous substances in the workplace;
- Use and properly store hazardous substances;
- Identify and correct hazardous or unhealthy work conditions;
- Follow appropriate security procedures;
- Participate in safety training exercises;
- Follow first aid procedures using universal precautions;
- Follow materials disposal procedures;
- Follow fire prevention procedures;
- Follow emergency procedures; and,
- Comply with safety and health policies, procedures and regulations.

Instructional methods will be decided by the individual instructors and will be incorporated into their lesson plans. Examples of some successful safety and health instructional methods to be used are:

- Providing safety and health information sheets;
- Lectures, demonstrations and discussions;
- Utilizing field trips, resource speakers from businesses and industry and other community services and agencies;
- Safety posters, warning signs, and other printed materials;
- Participating in safety related contests;
- Audio-visual presentations;
- Simulations;
- Displays;
- Role playing;
- Hazard mapping
- Student development of hazard signs based on hazard analysis;
- Student facility inspections; and,
- School awards for safety and health posters, bulletins boards or projects.

Assessment methods will be decided by the individual instructors. Examples of some assessment methods to be used are:

- Written objective tests with a passing grade of 100%;
- Teachers supervised performance tests;
- Continual observation of performance and behavior; and,
- The review and analysis of incidents whether serious or not.

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

7.0 Student compliance with safety and health procedures, disciplinary action

Students are required to follow safety and health procedures in the classroom and at SLE worksites. All deviations from acceptable practices included in written safety guidelines, or teacher instructions, are deemed a serious offense.

Upon first offense, the student will be given a warning, and will be reinstructed by the teacher regarding safety policy and regulations. A second infraction requires teacher held detention. A third offense shall be reported in writing to the Assistant Principal and the parents notified. All students who continue to disregard safety and health policy and/or regulations, and demonstrate a clear and present danger to themselves or other classmates, shall, after due process, be removed from the course.

8.0 Emergency Procedures

8.1 District-Wide Crisis Management and School Safety Plan (CMSSP)

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

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

- Hostage situations;
- Weapons;
- Intruders;
- Threats of Violence;
- Bomb Threats;
- Fire, Explosion and Chemical Releases;
- Evacuations; and,

Natural disasters.

8.2 Bloodborne Pathogens and Universal Precautions

The district has a separate procedure for handling blood and bodily fluids using universal precautions in compliance with N.J.A.C. 6A:16-2.1 (a) and the OSHA Bloodborne Pathogens standard 29 CFR 1910.1030. The school nurse at each school has a copy of the Exposure Control Plan as required by 29 CFR 1910.1030. Universal precaution response kits are also placed in appropriate classrooms as needed. Training has been given by the school nurse who may be called on to administer first aid.

8.3 Emergency Medical Procedures and First Aid

In the case of a medical emergency at school facilities the following procedure will be followed:

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

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

9.0 Reportable Incidents and Accident Follow Up Procedures

After appropriate first aid or other emergency response actions have been initiated, all incidents associated with staff or students on school premises or at WBL worksites associated with school district sponsored programs must be documented on the District Incident Report Form (Appendix C) and sent to the school nurse associated with the staff person or student involved in the incident. As an alternative, the school nurse may complete the District Incident Report Form. An incident involves any first aid treatment of an injury or illness during a school sponsored activity. Minor incidents such as scratches, bruises, etc., need not necessarily be reported. Depending on the circumstances, the School Nurse may initiate the following actions:

1. Notify the Principal, School Safety and Health Designee, CSA, District Safety and Health Committee, School Safety and Health Committee
2. Notify the parent/guardian
3. Complete appropriate insurance forms and other district forms
4. Coordinate completion and submission of the NJDOE Incident Reporting Form required by N.J.A.C. 6A:19-6.5. The form and Guidance Manual for completing the form can be found on the following website: [Incident Reporting form Guidance Manual](https://www.state.nj.us/education/cte/educators/incident_guide.pdf) (https://www.state.nj.us/education/cte/educators/incident_guide.pdf)
5. Request an incident investigation be conducted by the District or School Safety and Health Committees
6. Complete the NJOSH-300 and NJOSH-300A forms as necessary per PEOSH requirements on to [Log of Work-Related Injuries and Illnesses](https://www.state.nj.us/health/workplacehealthandsafety/documents/peosh/njosh300.pdf) (<https://www.state.nj.us/health/workplacehealthandsafety/documents/peosh/njosh300.pdf>).

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

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

A complete list of programs and courses is attached as Appendix E.

Instructors in cooperation with the program supervisors will develop program specific safety and health practices and procedures for their courses. The instructors will also develop and maintain a list of equipment in each program with a description of respective safety procedures and usage. Instructors will incorporate practices and procedures in

their course curricula and include in their lesson plans specific learning objectives addressing safety and health issues, as necessary. Any new instructors/students will be required to complete initial safety and health program training prior to working or participating in any CTE related classroom or offsite activities. In addition, a safety contract must be signed by the student and parent prior to working any tools in a shop.

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

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

- General PPE policy and procedures per 29 CFR 1910.132
- Eye protection policy and procedures per N.J.A.C. 6A:26-12.5
- Respiratory protection policy and procedures per 29 CFR 1910.134
- Hearing protection policy and procedures per 29 CFR 1910.95
- Hazardous chemicals in laboratories plan per 29 CFR 1910.1450
- Lockout/Tagout plan and procedures per 29 CFR 1910.147
- Fire prevention plan per 29 CFR 1910.39
- Indoor air quality plan per N.J.A.C.12:100-13

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

A complete list of acronyms used in this S&H Plan is available as attached in Appendix F.

Appendix A:
Key Safety and Health Contacts

Title	Name
Chief School Administrator	Dr. Howard Lerner
District Safety and Health Designee	Andrea Sheridan
District Safety and Health Committee Member Supervisor of Career and Technical Education	Michael Miceli
District Safety and Health Committee Member Director of Data, State Reporting and Compliance	Oscar Forne
District Safety and Health Committee Member Supervisor	Bridget Sorem
District Safety and Health Committee Member CTE Instructor	Tim Regan
District Safety and Health Committee Member Instructor	Elizabeth Mansfield
Bergen Academies Principal	Russ Davis
Bergen Academies Assistant Principal	Dr. Raymond Bath
Bergen County Technical Schools Safety and Health Committee Member - Director of Data, Compliance and State Reporting	Oscar Forne
Bergen Academies Safety and Health Committee Member - Supervisor	Giulia Zanoni-Mendelsohn
Bergen Academies Safety and Health Committee Member - CTE Instructor	John Branda

Bergen Academies Safety and Health Committee Member - Instructor	Todd Crane
BCTS Paramus Principal	Jeremy Wertheim
BCTS Paramus Assistant Principal	Melanie Alston-Balaputra
BCTS Paramus Safety and Health Committee Member - Supervisor of Career and Technical Education	Michael Miceli
BCTS Paramus Safety and Health Committee Member - Director of Data, Compliance and State Reporting	Oscar Forne
BCTS Paramus Safety and Health Committee Member - Supervisor	Christopher Capodice
BCTS Paramus Safety and Health Committee Member - CTE Instructor	Dr. William Armonaitis
BCTS Paramus Safety and Health Committee Member - Instructor	Ryan Lynch
BCTS Teterboro Principal	Dave Tankard
BCTS Teterboro Assistant Principal	Paul Castiglia
BCTS Teterboro Safety and Health Committee Member - Supervisor of Career and Technical Education	Michael Miceli
BCTS Teterboro Safety and Health Committee Member - Director of Data, Compliance and State Reporting	Oscar Forne

BCTS Teterboro Safety and Health Committee Member - Supervisor	Rosie Cabanilla
BCTS Teterboro Safety and Health Committee Member - CTE Instructor	Dominic Branda
BCTS Teterboro Safety and Health Committee Member - Instructor	Andrea Buccino
ATHS Principal	Dennis Montone
ATHS Supervisor	Katoya Pierce
ATHS Safety and Health Committee Member - Supervisor of Career and Technical Education	Michael Miceli
ATHS Safety and Health Committee Member - Director of Data, Compliance and State Reporting	Oscar Forne
ATHS Safety and Health Committee Member - Supervisor	Katoya Pierce
ATHS Safety and Health Committee Member - CTE Instructor	Ray Hager
ATHS Safety and Health Committee Member - Instructor	Amanda Slotmaker

Appendix B:
School Inspection Checklist(s)



Health and Safety Evaluation Of School Buildings Checklist 2019-2020

COUNTY: _____ DISTRICT: _____

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

COMPLETED BY : _____ DATE : _____

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

SECTION A: 100% Items, (this section must have full compliance with items)

100% COMPLIANCE				
CURRENT LICENSES AND CERTIFICATES #1 - #10	YES	NO	N/A	VIOLATION LOCATION
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location. (or current abatement inspection is available)				
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.				
3. A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current 6-month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.				
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.				
5. Current boiler inspection certificate(s) posted at site of boiler				
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.				
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (N.J.A.C 58:12A-1) (6A:26-12.4) Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.				

100% COMPLIANCE				
8. One fire drill and <u>one</u> school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance]18A:41-1				
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.				
10. District has defibrillators identified with appropriate signage and made available in an unlocked location on school property, which is accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable (Janet's Law18A:40-41a-41c)				
EXITS/EXTERIOR #11 - #12	YES	NO	N/A	VIOLATION LOCATION
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.				
12. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: a. Fire escapes and/or exterior stairs can be safely negotiated. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.				
INTERIOR #13 - #21	YES	NO	N/A	VIOLATION LOCATION
13. All electrical outlets; switches, receptacles and junction boxes; electric wires; fuses and/or circuit breaker panels; etc. are properly covered and/or secured and/or protected.				
14. Sufficient access and working space is provided and maintained around all electrical spaces. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment; i.e.: circuit breaker panels, fuse boxes, transformers.				
15. Instructional areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.				
16. The hardware on doors of any space occupied by students shall permit egress from the room at all times. Key-operated locks, thumb-turn locks, hasps dead bolts, slide bolts or similar types of locking devices shall not be permitted. 6A:26-8.1 (i2)				
17. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. 6A:26-8.1 (i3)				

100% COMPLIANCE				
18. Kindergarten and Pre-K toilet requirements are met. NJAC 6A:26-6.3(h)4.				
19. District approves as needed: Dual Use, Change of Use, Alternate Toilet, Temporary sites (TCU or rented faculties). Required DOE approvals in place.				
20. Dangerous chemicals (i.e.: liquefied petroleum gas/propane) and/or explosive materials (i.e.: gunpowder; picric acid) are <u>NOT</u> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e.: in properly rated cabinets; NOT in boiler room/hazardous areas).				
21. Carbone Monoxide Detectors (NEW) Must be in the vicinity of ALL fuel burning appliances. <ul style="list-style-type: none"> • Gas and oil heating systems: Boilers, Furnaces, central and unitary equipment. • Generators: portable and permanent. • Natural gas and propane appliances: Water heaters, ranges, stoves, ovens, laundry washers and dryers • Fireplaces • Required in hallways connected to space with the source NJAC 5:70-4.3(a), NJAC 5:70-4.9(d) and NJAC 5:70-4.19 (d)				
VOCATIONAL/LABORATORIES #22 - #25	YES	NO	N/A	VIOLATION LOCATION
22. Power machinery and equipment, as well as science labs, have appropriate safety features in place, including as applicable: <ol style="list-style-type: none"> a. Appropriate placement on the floor and required point of operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible. 				
23. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.				

100% COMPLIANCE				
<p>24. Adequate eye and body protection are provided, including:</p> <ul style="list-style-type: none"> a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. (NJAC 6A:26-12.5) 				
<p>25. Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable:</p> <ul style="list-style-type: none"> a. For science activities (i.e.: via fume hoods) b. For welding operations. c. For paint spraying operations: <ul style="list-style-type: none"> 1 Auto: should have separate exhaust system. 2 Art: proper ventilation for spray/ paint with fumes d. Art: Safe designated space/room for kilns with proper ventilation e. For dust generating operations, such as wood working, (i.e.: a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system 				
100% ITEMS TOTAL				

End 100% Item Section

Space for Notes:

Section B: 80% Items continued on next page...

Section B: 80% Items

(Must be compliant with 80% of these items to pass along with corrective action on the non-compliant items)

80% COMPLIANCE				
EXITS/EXTERIOR #1 - #3	YES	NO	N/A	VIOLATION LOCATION
<p>1. No evidence of major exterior building structural damage. Example(s) would include:</p> <ul style="list-style-type: none"> a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create drainage or soil erosion. 				
2. All exterior receptacles are GFI protected in accordance with code.				
3. All school grounds, including general purpose play areas and athletic fields, are free of holes; glass; stumps, roots; rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for the temporary facility enrollment and program needs and be protected from hazards or traffic conditions.6A:26-8.1ix				
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and district maintains documentation of compliance and regular (annual and/or monthly) inspections.				
80% COMPLIANCE				
INTERIOR ITEMS #4 - #25	YES	NO	N/A	VIOLATION LOCATION
5. All interior exits and corridors are in good condition; readily accessible; and free of obstructions and/or excessive materials which would hinder exiting.				
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas. 6A:26-8.1 (i4)				
7. Doors leading to interior courtyards are clearly marked: "Not an Exit"				
8. Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features which may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair				
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.				

80% COMPLIANCE				
10. All education spaces shall be equipped with a communication devise/system connected to the main office and capable of emergency communication to local authorities or 9-1-1. 6A:26-8.1 (i6)				
11. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 ft of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords <u>only used</u> for temporary need(s). c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in N.J.A.C. 6A:26-6.3 6A:26-8.1(vii2)				
12. Nurse's Office: District boards of education shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. (6A:26-12.3 & 6A:26-6.3(b))				
INTERIOR CONTINUED	YES	NO	N/A	VIOLATION LOCATION
13. Individual or central mechanical ventilation unit(s) are operating in all student and staff occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in N.J.A.C. 6A:26-6.3 and the UCC. 6A:26-8.1 (iii)				
14. Lighting levels in all instructional areas at least 50 foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. (6A:26-8.1(vi) & 6A:6.3(g)(1))				
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. 6A:26-8.1 (i1)				
16. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges. 6A:26-8.1 (vii1)				
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8' feet for instructional spaces in temporary facilities in an existing public school, in a district owned facility and in rented or leased buildings not on school district owned sites.6A:26-8.1 (ii)				
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off and capped.				
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and / or other hazards. Egress through halls and exits are clear and accessible.				

80% COMPLIANCE				
<p>20. Supplies and materials are neatly and appropriately stored:</p> <ul style="list-style-type: none"> a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. In general, there is no storage within 24 inches of a ceiling. In buildings with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access through space. 				
<p>21. Provision shall be made for storage of students' clothing in other than a corridor or exitway. Student lockers are usable; i.e.: doors, handles and locks are operable. 6A:26-8.1 (i7)</p>				
<p>22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. (6A:26-12.4) Potable water shall be available and drinking fountains shall be provided for students in cafeterias, preschool and kindergarten programs in accordance with N.J.A.C. 5:23-7; 6A:26-8.1(v).</p>				
<p>23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. 6A:26-8.1 (iv)</p>				
<p>24. Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms & cafeteria are stored separately</p>				
<p>25. Non-instructional areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.</p>				
<p>26. Furniture and equipment that is in good condition and suitable for the age and size of the students and purposes of instruction shall be provided; NJAC 6A:26-8.1(vii)</p>				
VOCATIONAL/LABORATORIES #26 - #33				
<p>27. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.</p>				
<p>28. Required space is available for the safe operation of machinery</p>				
<p>29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.</p>				
<p>30. Floor(s) and aisles in all shops are free of slipping and tripping hazards.</p>				
<p>31. "EYE HAZARD AREA- WEAR YOUR EYE PROTECTION" signs are posted</p>				

<p>32. The following additional safety measures are in place if welding operations are on-going:</p> <ul style="list-style-type: none"> a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (goggles, aprons, etc.) are provided. 			
<p>33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.</p>			
<p>34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.</p>			
<p>80% ITEMS TOTAL</p>			

End 80% Item Section

Space for Notes:

Building Scoring continued on next page...



FACILITY SCORE 2019-2020

SCORING SECTIONS	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

100% Section A Compliance	SCORE	NJQSAC FISCAL DPR [All items comply in building(s)]
# of NO responses in section A		<input type="checkbox"/> COMPLIANT (No Exceptions) <input type="checkbox"/> NON-COMPLIANT (Corrective Action Needed)

80% Section B Compliance	SCORE	NJQSAC DPR [At least 80% of items comply in building(s)]
A. Number of YES responses		<input type="checkbox"/> COMPLIANT Line (A) is equal to or greater than Line #d <input type="checkbox"/> NONCOMPLIANT Line (A) is less than Line #d
B. Number of NO responses		
C. Subtotal [A + B]		
D. Multiply [(C) x 80%]		

LEA ASSURANCE SIGNATURES

School Facility Name _____

Completed By Title Date

if applicable, Certified Educational Facilities Manager Date

Chief School Administrator Date

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

Appendix C:

District Incident Report Form

1. Name of person injured or suffering illness:
2. Title of person and grade, if applicable:
3. Location of incident:
4. Time of incident:
5. Date of incident:
6. Description of incident:
7. Extent of injury or illness:
8. Person in charge when incident occurred:
9. Witnesses to incident:
10. Immediate action taken:
11. Individuals notified:
12. Name of person completing form:
13. Date form completed:

Appendix D:

District Incident Investigation Form

1. Incident Date:
2. Incident Time:
3. Incident Location:
4. Individuals injured or suffering illnesses:
5. Names of witnesses interviewed:
6. Extent of injuries or illnesses:
7. Description of incident:
8. Tasks/activities being conducted at the time of the incident:
9. Describe any unsafe acts:
10. Describe any unsafe conditions:
11. Identify the cause(s) of the incident:
12. Describe incident response actions:
13. Identify any incident response problems:
14. Corrective action taken:
15. Follow up action needed:
16. Date(s) of investigation:
17. Individual(s) conducting investigation:

Appendix E:

List of Programs and Courses

1. Biomedical Technology CTE Program of Study
2. Engineering CTE Program of Study
3. Computer Science/IT CTE Program of Study
4. Marketing CTE Program of Study

Appendix F:

List of Acronyms Used in this S&H Plan

There are no acronyms in this plan that are not clearly defined at the time of use.