

The Risk Management Insider

A health, safety, risk management resource for school officials

Compliance checklist

Updated for 2009-2010

From adhering to state and federal mandates to reviewing and updating written plans, there is a lot to remember throughout the year when you are part of a school district's administrative team.

For your convenience, the annual health and safety checklist and timeline has been updated for the 2009-10 school year. It provides the information you will need to stay on track with health and safety tasks and responsibilities in the upcoming year. For more information, contact Capital Region BOCES Health/Safety/Risk Management Service at 464-5115.

Ongoing

- Comply with NYS Office of General Services' (OGS) green cleaning requirements; purchase green-certified products, such as general purpose window, glass and bathroom cleaners, floor finishes and strippers, soap and vacuum cleaners.
- Offer annual training for HAZCOM/Right-to-Know/Universal Precautions for all employees, bloodborne pathogens and hepatitis B training to designated staff and electrical partition training to employees who open and close these partitions.
- Submit the Five-Year Capital Facilities Plan executive summary with capital construction projects for State Education Department (SED) approval.
- Ensure that RESCUE regulations are followed before and during construction projects.
- Annually review and update required NYS Department of Labor (DOL) written plans: chemical hygiene (science labs), confined space, exposure control

(bloodborne pathogens), forklift, hazard communication, lockout/tagout, personal protective equipment and respirator.

- Maintain and update NYS Department of Health (DOH)-approved Swimming Pool Safety Plans. Keep a copy at the pool site.
- For Albany County schools: Comply with county neighbor notification for lawn pesticide applications.

June 2009

- By July 1, complete and implement Spill Prevention, Control and Countermeasure (SPCC) program and written plan for facilities with more than 1,320 gallons of above-ground petroleum/oil storage. Plans must include a facility description, tank inventory, a discharge prevention plan for each tank, spill control during dispensing fluids, disposal/emergency plans, security and operator training.
- Hold a fire drill during the first week of summer school. Two drills must be held during the session.

- Send written notice to summer school students' parents/guardians and school staff about the Integrated Pest Management (IPM) program and potential pesticide applications.
- Renew the Pesticide Business Agency certificate if in-house certified pesticide applicators apply pesticides. Renew every three years if applicable.*
- Conduct and record the six-month asbestos periodic surveillance.*
- Renew tank registrations and pay registration fees every five years when petroleum storage capacity is more than 1,100 gallons per facility.*
- Dispose of nurses' sharps containers as regulated medical waste.*

July 2009

- Update the Five-Year Capital Facilities Plan by July 1.
- Have the above ground tank SPCC plans in place by July 1.
- Review and update SAVE school safety plans by July 1.

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Compliance checklist

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- The Board of Education must update and adopt the Comprehensive Districtwide Safety Plan and send it to SED within 30 days of adoption.
- The school board must update and adopt the Building-Level Safety Plan and send to local and state police within 30 days of adoption.
- Complete the RESCUE School Facility Report Card for each occupied school building. Ensure each is reviewed by the Board of Education and reported at a public meeting.*
- Dispose of fluorescent lamps, including low mercury or green end cap lamps as universal or hazardous waste.*
- Provide and maintain at least one functional Automated External Defibrillator (AED) in each instructional facility.*
- Ensure the district has an AED overseeing physician and a coordinator, a Regional Emergency Medical Organization (REMO)-approved written plan and trained employees with AED/CPR adult/pediatric training.

August 2009

- Ensure certified service personnel inspect, maintain and recharge portable fire extinguishers.*
- Send written pesticide application summary reports to summer school students' parents/guardians and staff within two days of summer school's end if non-exempt pesticides were used.

September 2009

- Send written pesticide notice to parents/guardians and staff about the school's IPM program.
- Conduct eight fire drills in each school between September 1 and December 1.

- Maintain minimum temperature of 65 degrees F in occupied buildings from September 15 to May 31.
- Send annual asbestos plan and reinspection notice to union representatives, PTA/PTO presidents and staff. Update asbestos management plans.*
- Send educational material about early detection of potentially violent behaviors to teachers, administrators and parents/guardians.*
- Confirm Health and Safety Committee members for the school year; set agendas and meeting dates.*
- Conduct bus safety drills within the first seven days of school.
- Provide SED's anti-idling bus notice to all school employees within the first five days of school.

October 2009

- By October 1, ensure school superintendent provides written information to students and staff about SAVE emergency procedures.

November 2009

- Test the district emergency plan or a building-level emergency response procedure, including sheltering or early dismissal not to exceed 15 minutes earlier than normal dismissal. Participate in the Capital Region or WSWHE BOCES Annual Emergency Early Release Day Drill on Nov. 10 or select another drill day in the year.*
- Between November 1 and December 31, conduct a second round of bus safety drills.
- Conduct annual visual inspections of school facilities by November 15. The inspection team must include the code enforcement official, director of facilities or designee

and a Health and Safety Committee member. Complete and sign SED paperwork.

- Conduct annual fire inspections on or after Nov. 15. File reports with SED by January 1, 2010.

December 2009

- Conduct four fire drills in each school from December 1 through June.
- Include health and safety costs in 2010-11 budget planning, such as 2010 Building Condition Survey (BCS), potential sampling, personal protective equipment, chemical and sharps disposal and workshops.*
- Ensure triennial asbestos reinspection is scheduled to occur before July 9.*
- Ensure the six-month asbestos periodic surveillance is conducted and recorded.*

January 2010

- By January 1, file completed fire inspection reports with SED.
- Within 20 days of submitting fire reports to SED, publish a public notice in the official newspaper or in a general circulation newspaper, or post in 10 conspicuous district areas. Notice must include fire inspection completion date and report locations.
- Electronically submit annual visual inspection reports to SED by January 15. The Board of Education must review this report at a public meeting.
- Send written pesticide application summary reports to parents/guardians and staff within two days of the end of the December/January recess if non-exempt pesticides were used between September and December.

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Compliance checklist

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- Comply with storm sewer regulations if school facilities operate within a regulated MS4 (storm sewer) area and/or are included in the construction activities involving an acre or more. File a Notice of Intent with DEC to obtain State Pollutant Discharge Elimination System (SPDES) permit coverage. Develop, implement and enforce stormwater management program.*

February 2010

- Post DOL Illness and Injury report form (SH-900.1) in school buildings from February 1 to April 30.
- By February 1, submit annual in-house pesticide use report to DEC if in-house certified applicator applied pesticides in previous calendar year.

March 2010

- By March 1, submit hazardous waste disposal report to DEC if there was a hazardous waste disposal in the previous calendar year that activated this requirement. *Not needed for DEC CleanSweepNY disposal participants.*
- Submit school floor plans showing location of exits, barriers or other impediments affecting ingress or egress; hazard areas, including chemical/flammable storage, chemistry labs and electric/gas shut-offs; fire protection systems, fire hydrant locations, underground gas pipelines and storage tanks to local fire and police.*
- Between March 1 and April 30, conduct the third and final bus safety drill.

April 2010

- Send written pesticide application summary reports to parents/guardians/staff within two days of the end of spring recess if non-exempt pesticides were used between January and April.
- Seal CCA-treated wood playgrounds with penetrating coatings (oil-based or semi-transparent stains).*

May 2010

- Participate in annual National Weather Service Hazard Awareness Week drills via weather radio and/or other emergency sources.

July 2010

- By July 9, the Asbestos Hazard Emergency Response Act (AHERA) asbestos triennial re-inspection must be done.

**An asterisk indicates a suggested timeline.*

Utica National honors school safety programs



Mark Sullivan, a Capital Region BOCES Health/Safety/Risk Management safety specialist, accompanied Warrensburg Central School District officials to Utica National's 2009 National Excellence in Safety Seminar and Awards Presentation in March.

The district received special recognition for their safety efforts—earning the titanium level award, which is the highest level a district can receive.

The program rates schools in 11 different safety categories, from school playground safety to indoor air quality, using specific data surveys. Not only does the program reward good standards, it helps school districts improve safety programs by identifying safety threats.

Asbestos training courses slated for this summer

Two asbestos initial courses and two refresher courses will be offered by the Capital Region BOCES Health/Safety/Risk Management Service this summer. All courses will be held at 900 Watervliet-Shaker Road in Albany. Registration will start at 7:45 a.m. Courses begin at 8 a.m. and end by 4 p.m. each day. For more information, e-mail Asbestos Course Director Kristin Bucciferro at kbuccife@gw.neric.org.

Initial:

- ▶ June 1-5: Five-Day Asbestos Supervisor Initial
- ▶ August 3-7: Three-Day Inspector/Two-Day Management Planner

Refreshers:

- ▶ July 16: Supervisor Refresher
- ▶ August 10: Inspector/Management Planner Refresher

Plan now for the asbestos triennial reinspection

Deadline for reinspection: July 9, 2010

Every three years, the U.S. Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) requires all public and non-public elementary and secondary schools to reinspect previously identified and assumed asbestos-containing building materials in all facilities that are owned, leased or otherwise used as a school building.

The next asbestos triennial reinspection must be performed no later than July 9, 2010.

Who will be your asbestos inspector and management planner?

To conduct the inspection, school districts may hire an outside contractor or use their in-house staff to serve as their asbestos inspector and management planner.

Districts that plan to use an outside contractor will need to contact companies in advance to determine their availability and prices. In-house

staff should be up-to-date with their refresher training and medical surveillance as well as the district's Department of Labor asbestos contractor's license (see page 3 for upcoming courses).

No matter who does your inspection, Capital Region BOCES' Health/Safety/Risk Management staff will work with you in preparation for another round of reinspections.

If there has been or will be a lot of construction between July 9, 2007 and July 9, 2010, BOCES staff will help ensure abatement work is recorded so that you'll have the most up-to-date and accurate asbestos information for each school building.

The following steps should help ease the reinspection process:

- Contact your Capital Region BOCES Health/Safety/Risk Management safety specialist or coordinator as early as possible so he/she can help

you throughout the process.

- Confirm who will conduct the reinspection. If you need an outside contractor, get price quotes and make sure the individual you hire is certified.
- Send out the required reinspection notice to all faculty, staff and parents. Place a copy in your management plan.
- Set dates for the physical inspection.
- Conduct inspections.
- Ensure you receive two copies of the inspection report with the inspector's signature and a management plan with the planner's signature for each district building that contains asbestos.
- File individual reports in their respective buildings and file a master set with the LEA Designee. This is usually in the district office.

Top 10 audit tips

The New York State Department of Health is conducting Asbestos Hazard Emergency Response Act (AHERA) audits on behalf of the U.S. Environmental Protection Agency. Typically, districts are notified a few days in advance if they are going to be audited. If you get a call, please contact your Capital Region BOCES Health/Safety/Risk Management representative so he or she can help you prepare for their visit. The following tips were developed to help districts in preparation for and during an AHERA audit.

1. Make sure you review your management plans and put them in chronological order before an audit is conducted. This includes information posted on your Web site and from triennial reinspections.
2. For buildings constructed after December 1988, make sure you have copies of the new building/new construction sign-off paperwork on-hand and inside the respective buildings. Don't wait until the day of the audit to contact your architect for a copy.
3. Compile a comprehensive list of summary information before the audit, including a list of school building names, ages and project dates, as well as a list of custodial/maintenance staff and asbestos awareness training sign-in sheets.
4. Ensure EPA caution signs are in the routine maintenance areas and adjacent to Asbestos Containing Building Materials (ACBM).
5. Involve an individual who is knowledgeable about asbestos regulations. For example, someone who knows the difference between ACBM and ACM, AHERA and Code Rule 56.
6. Provide auditors with access to a conference room with a large table, preferably where master records are housed, and in all school buildings they select to inspect.
7. Communicate! Keep administrative staff informed of a possible inspection, let them know when the audit is going to happen and encourage them to attend the opening and closing conferences.
8. Provide auditors with access to a copy machine or to someone who can make copies for them. They will want to take copies of your paperwork back with them.
9. In the event that multiple auditors are assigned to your district, have at least two school employees and/or BOCES staff members available to accompany them during the walk-through. That way, if the auditors go in opposite directions, a district representative will be available to answer their questions or concerns.
10. The audit is also a time when you can find out more about the expectations of the regulators—view it as an opportunity to learn!