



Education and Workforce Development Cabinet
Office of Career and Technical Education

SECTION 11 INSTRUCTIONAL PROGRAMS
Safety

Table of Contents

- [Accident Reports](#)
- [Antifreeze Disposal](#)
- [Asbestos Plan](#)
- [Automatic External Defibrillator](#)
- [Bomb Threat Evacuation Procedures](#)
- [Bully/Hazing](#)
- [Color Coding](#)
- [Compressed Air Regulations](#)
- [Crime Awareness and Campus Security](#)
- [Drug Search of Facilities](#)
- [Earthquake Procedures](#)
- [Emergency Procedures Desk Guide](#)
- [Emergency Eyewash Standards](#)
- [Equipment Maintenance](#)
- [Fall Protection](#)
- [Fire Drills](#)
- [Fire Extinguisher Training](#)
- [First Aid Policy](#)
- [Forklift Training](#)
- [Guarding Floor and Wall Openings and Holes](#)
- [Hazardous Communications Program](#)
- [Hazardous Waste Disposal](#)
- [Ladders - Fixed](#)
- [Lockdown Procedures](#)
- [Lockout Tagout Procedures](#)
- [Maintenance and Security of Facilities and Equipment](#)
- [Medications](#)
- [Mercury Containing Light Bulbs](#)
- [Monthly Safety Inspections of Shops/Classrooms](#)
- [On Bus Supervision](#)
- [OSHA 300 Reporting Requirements](#)

Pagers, Cell Phones, and any Telecommunication Devices

Equal Education and Employment Opportunities M/F/D

OCTE

Rev: 03-29-07; 03-27-08; 06-12-08; 07-09-08;
04-20-09; 05-05-09; 06-23-09; 06-30-09; 07-14-09;
08-04-09; 02.02.10;

IV - 11.2

PPM
Instructional Programs - Safety

[Refrigerant Recovery](#)
[Respirator Plan/Protective Breathing Devices](#)
[Safety Accountability](#)
[Safety Committee Meetings](#)
[Safety Dress and Personal Protective Equipment Requirements](#)

[Safety Instruction](#)
[Safety Publications](#)
[Safety Responsibility](#)
[Safety Signs](#)
[Safety Training](#)
[Scaffolds](#)
[Semi-Annual Safety Inspection](#)
[Severe Weather Emergency Plans](#)
[Sickness/Accident Plan](#)
[Signs Required in ATC's \(Federal and State\)](#)
[Smoking Policy/Use of Tobacco Products](#)
[Student Medical and Accident Insurance](#)
[Tornado Drill](#)
[Used Motor Oil, Recovery and Disposal](#) and Used Oil Filters
[Visitors](#)
[Weapons on Campus](#)
[Workplace/School Violence Policy](#)

Forms/References

Accident Report Form (Amended Link 09-07-06)
[Desk Guide - Emergency Telephone Numbers](#)
[Emergency Eyewash Activation Test](#)
[Employee Safety Meeting Training Record](#)
[Equipment Maintenance Record](#)
[Fire, Earthquake, Tornado and Lockdown Drill Record](#)
[Lockout/Tagout Procedures](#)
[OSHA Form 300](#) – Log of Work Related Injuries
[OSHA Form 301](#) – Injury and Illness Report
[OSHA Form 300A](#) – Summary of Work Related Injuries and Illnesses
[Physician's Statement Regarding the Use of Protective Breathing Devices](#)
[Respirator Program Evaluation Checklist](#)
[Monthly - Safety Inspection of Classrooms & Labs](#)
[Monthly - Safety Inspection of School](#)
[Semi-Annual - Safety Inspection Checklist](#)
[Severe Weather Emergency Plan Guide](#) (Added 02-02-10)
[Student Insurance Claim Form](#) (New form added 03-27-

08)

[Student - Statement of Safety Instruction](#)
[Tornado Survey Checklist](#)
[Used Motor Oil, Recovery and Disposal](#)
[Violent Incident Report](#)
[Visitor Sign In Sheet](#)

REF: OCTE Home page for connections to Program Assessment – Standards 10 and 11 for additional information.
<http://kytech.ky.gov/pa21standards.htm>

Accident Reports

All accidents, regardless of how minor, shall be reported on the Education and Workforce Development Cabinet Accident Report Form. (OCTE students and employees) When an accident occurs, the report form shall be completed within two (2) school days of the occurrence. The teacher, injured student, witnesses, and center principal shall complete the information where requested on the form. The names of the injured student, witnesses and teacher shall be typed below their signatures. The original and a copy of the signed report shall be sent to the Executive Director's Office, Office of Career and Technical Education, and a copy shall be sent to the Supervisor for the school.

(See Form: [Accident Report Form](#))

Student Accident Insurance Provider: AIG Life, Policy # SRG 805 1702. Effective Date: July 1, 1997.
ATC staff is responsible for filing claims with AIG's designated Claims Department. ([Safety – Student Insurance Claim Form](#))

Employee Accident Insurance Provider: KY Worker's Compensation.
<http://personnel.ky.gov/emprel/workerscomp/>

[Back to Top of Document](#)

Asbestos Plan

Each school shall have on file in the school office an asbestos management plan (if applicable). Any asbestos work done in the building shall be filed with the plan. Parents/legal guardians and employees shall be notified at the beginning of the school year that the facility has been inspected and a management plan developed for any asbestos containing materials found during the inspection. This may be done by letter or published in the student handbook and faculty handbook. The management plan shall be available for inspection during normal business hours.

All new maintenance and custodial employees shall be provided asbestos training within 30 days of hiring.

[Back to Top of Document](#)

Automatic External Defibrillator (AED)

Area Technology Centers are not required to have an Automatic External Defibrillator (AED); however, if you have one in your school, you shall ensure proper training of staff as directed in [KRS 311.667](#)

An AED shall be:

- Accessible for trained users
- Be stored in a secure location, not accessible to untrained persons

Bomb Threat Evacuation Procedures

In the event a bomb threat is received at the school, the following procedures shall be followed:

1. Keep caller on the phone as long as possible and do not hang up.
2. If a student is answering the phone, the student shall get an adult to the phone if possible.
3. Signal to someone near you to alert the principal's office.
4. Write down everything the caller says. Attempt to find out when the bomb is going to explode, where it is right now, what it looks like, what kind it is, what will cause it to explode, did the person place the bomb, why, what is the address of the caller, what is the caller's name.
5. Call the police (911 or local police).
6. Pass information and instructions to teachers, orally or by messenger
7. Evacuate the building. Staff and students shall move far away enough from the building to protect against debris in the event of an explosion.
8. Call the Office of Career and Technical Education to ensure that the necessary administrators are notified.
9. Re-enter building only after advised to do so by police. The principal or his/her designee will announce when staff and students may return to the building.
10. Complete the necessary documentation.

[Back to Top of Document](#)

Color Coding

SAFETY RED ALWAYS REPRESENTS DANGER

- Danger signs –The word "danger" shall be written in plain white letters on a red background.
- Fire alarms and exit signs shall be coded safety red.
- The background area where fire extinguishers are hung shall be painted red.
- Containers for flammable or combustible materials shall be identified by safety red. NOTE: Identification of the materials in the container shall be indicated by plain yellow lettering or by a yellow band at least ¼ the height of the container on which the name of the materials is labeled.
- All shop machines shall be equipped with a red "panic" button for emergency stopping.

SAFETY ORANGE ALWAYS REPRESENTS A WARNING

- Guards that cover a specific hazard shall be in place and designated by safety orange.
- Electrical boxes that contain stop/start buttons shall be coded orange.
- Switch levers or toggles shall be outlined in safety orange.
- Safety orange shall be used to accent parts of machines that might cut.

- Safety orange shall be used to accent parts of machines that might crush or in some way cause injury to a worker.
- Safety orange shall be used to identify access or inspection doors (which may have been left open).
- Safety orange shall be used to focus attention on exposed hazards such as pulleys, belts, or gears.

SAFETY YELLOW IS THE SPECIFIED COLOR FOR CAUTION

- Wheels and levers on machines and controls such as handles and knobs shall be coded with safety yellow. (The exception to this rule is the speed control lever on some power equipment.)
- Steps and open stairways shall be coded with safety yellow diagonal strips in combination with black to identify non-moving hazards that may cause stumbling or falling.
- Safety yellow shall be used (with black) to identify parts of machines that might project into traffic lanes.
- Safety yellow shall be used in combination with safety black on caution signs located around the shop/classroom.

SAFETY BLUE IS USED TO REPRESENT INFORMATION

- Safety blue shall be used to indicate caution against using defective machines or machines under repair. Signs that say **OUT OF ORDER, DO NOT REMOVE, OR DO NOT OPERATE** shall be hung on machines to warn of any unsafe conditions that might exist.

SAFETY GREEN SHOULD ALWAYS BE ASSOCIATED WITH SAFETY AND MEDICAL PRACTICE

- The location of first aid equipment shall be indicated by a green cross on a white background or a white cross on a green background. Either is acceptable.
- Eyewash fountains shall be identified by safety green.

SAFETY PURPLE IS STANDARD COLOR FOR RADIATION HAZARDS.

SAFETY BLACK AND SAFETY WHITE OR A COMBINATION OF ALTERNATING BLACK AND WHITE STRIPS OR CHECKS ARE DESIGNATED FOR TRAFFIC MARKINGS IN THE SHOP.

Safety yellow shall be used to indicate zones in the shop

With exception of **safety red for lines of egress**

SAFETY GREY IS USED ON FLOORS OF WORK AREAS WITHIN THE SHOP.

(IT MAY BE USED AS A COLOR FOR PAINTING NONCRITICAL BODY AREAS OF MACHINES AND EQUIPMENT AND FOR PAINTING TABLE TOPS)

VISTA GREEN

- Vista green shall be used to paint tool or wood storage cabinets, even tools and equipment.

IVORY

- Ivory shall be used as a spotlight color to help improve visibility in the work area. It shall be used as background color in a tool storage chest or outlining the vertical edges of work tables and other work surfaces.

ALUMINUM

- Aluminum shall be the color for waste containers. Containers for non-flammable shop waste shall be identified by a black band at least 1/5 the height of the container. The contents of the container shall be identified on the band. Containers for flammable waste such as oily rags shall be coded by an orange band on which the contents are identified.

PIPING SYSTEM

Pipes and hoses shall be identified at their point of use with decals and stencils in the following color combinations:

- **Safety red with safety black lettering** shall be used to identify gas pipes such as gasoline or acetylene
- **Safety green with safety black lettering** shall be used to identify liquid gas pipes such as oxygen and other inert liquids
- **Safety yellow with safety red lettering** shall be used to identify natural gas, steam and other flammable materials and high-pressure fluids
- **Safety blue with safety white lettering** for compressed air or other inert gases at low pressure
- Safety **black bands** shall be used to identify vent lines
- Safety **gray bands** shall be used to identify service water and sprinkler pipes

[Back to Top of Document](#)

Compressed Air Regulations

[OSHA 1910.242 \(b\)](#) states that compressed air cannot be used for cleaning purposes (work surfaces) unless the pressure is reduced to less than 30 p.s.i. and then only when effective chip guarding and personal protective equipment is used. For worker safety, OSHA recommends that a brush be used to remove dust and debris from clothing, but if compressed air must be used for cleaning clothing, the pressure should be reduced to less than 10 p.s.i.

[Back to Top of Document](#)

Crime Awareness and Campus Security

As a part of fulfilling the requirements of the "Student Right-to-Know and Campus Security Act" and providing a safe, secure environment for students and employees of the Kentucky TECH System, the system has adopted a policy on "Crime Awareness and Campus Security," effective 1992. Students and staff shall be informed about campus security procedures and practices. For students, this information will be included in the student handbook. For staff, this information will be provided during the initial employment orientation, at the beginning of the school year, and in the staff handbook.

Kentucky TECH is committed to providing a safe and secure environment for all students and employees. A variety of approaches are utilized for crime prevention, such as: campus security officers, appropriate lighting, light sensors,

vacant building checks, local police patrols, staff monitoring of facilities and grounds, video monitoring and closed circuit cameras, audio surveillance (if audio surveillance is used, signs must be posted at public entrances), visitor control process, burglar alarm, motion detection system, key control system, and magnetic door trips with automatic dials to police. Additionally, crime prevention efforts shall include the dissemination of information at student orientation, faculty in-services, and student organizations, where appropriate conduct at school-sponsored events is stressed.

(Added audio surveillance and information 03-29-07)

Procedures

- Students, employees, and others shall report criminal actions, or other emergencies occurring on campus, to the area technology center principal or their designee. The principal or designee shall respond to each report with appropriate action and document the action taken.
- The Area Technology Center principal shall select the most appropriate security approaches for their school to maintain a safe and secure environment.
- The center principal shall maintain a working relationship with both the local and state police.
- The center principal or designee shall make an accurate report within twenty-four (24) hours of a reported occurrence to the Executive Director, Office of Career and Technical Education.
- Students and employees shall be encouraged to be responsible for individual security and the security of others. The cooperation and involvement of students and employees in a campus safety program are absolutely essential. Students and employees shall assume responsibility for their own personal safety and security of personal belongings by practicing simple and common sense precautions.
- At off-campus school-sponsored events, such as student organization activities, the assigned advisor(s) shall monitor the events. All criminal occurrences shall be reported by the advisor to the school principal or their designee.

Kentucky TECH supports the intent of the "Student Right-to-Know and Campus Security Act" and is committed to providing a safe and secure environment. Conduct, which violates the intent, poses unacceptable risk upon other members of the Kentucky TECH community shall result in appropriate action as defined by school policy.

Campus Security Statistics shall be reported each year. This report shall include criminal offenses reported to campus security, number of arrests, prevention efforts, education programs, and completion rate.

[Back to Top of Document](#)

Drug Search of Facilities

A request to use dogs for a drug search in an area technology center is not legal without a search warrant or consent of the school principal or their designee. Although local boards own area center facilities operated by the Office of Career and Technical Education, local law enforcement officials should either obtain the

principal's or designee's consent or a search warrant. For further advice on this procedure, contact the Office of Career and Technical Education and /or Office of Legal Services, Education and Workforce Development Cabinet.

[Back to Top of Document](#)

Earthquake Procedures

Each area technology center shall have one "Drop and Cover" earthquake drill per year during the same time as the local school district drill. Documentation of the drill shall be kept on file (**See Form, [Fire, Earthquake, Tornado, and Lockdown Drill Record](#)**) Students shall be informed of the procedures to follow during and after an earthquake. This information shall be printed in the student handbook and covered during the orientation process.

Students shall be informed of the following:

- Take cover under a table or desk
- If the table or desk moves, hold the legs and move with it
- Stay under shelter until shaking stops
- Listen for a signal to evacuate the building

The principal and/or school staff shall do the following:

- Make a quick assessment of the situation
- Decide whether to evacuate or to call for rescue officials
- Signal an evacuation with whatever means available
- Alert staff to known hazards along route or blocked exits
- Be prepared to respond quickly to injuries, fires, hazardous materials and trauma
- Account for all students
- Calm and reassure frightened/injured students
- Release students only to appropriate adults with help of police and/or appropriate officials, keep record of student releases
- Complete necessary reports

[Back to Top of Document](#)

Emergency Desk Guide/Emergency Procedures

The Emergency Desk Guide is a list of emergency telephone numbers that are readily available for staff in case of an emergency. The Emergency Procedures Guide is a reference guide with steps to follow in case of an emergency and shall be for instructor use only.

At the beginning of each school year, it would be a good practice to designate a day for a tour of the facility and grounds and invite the following so they will be familiar with facility layout and to offer recommendations in case of an emergency evacuation or lockdown.

- Local Emergency Services Coordinator
- Fire Department
- Law Enforcement Agencies
- Emergency Medical Services (EMS)
- **Local Health Department**

The following emergency situations should be covered:

- Accidents
- Armed Person
- Bomb Threat
- Bus or Auto Accident
- Chemical Spill/Hazardous Material Release
- Child Abuse
- Drug Overdose
- Earthquake
- Evacuation: (Local School District Plan)
- Fire
- Epidemic
- Intruders
- Lockdown
- Pandemic Response Plan
- Racial/Gang Altercation
- Sexual Harassment/Sexual Assault
- Tornado/Severe Weather Emergency Plan
- Unauthorized Removal of Students
- Violent Actions

A list of emergency telephone numbers shall be posted in the classrooms/labs, offices, hallways, and other locations in the building for quick reference in cases of emergency. (See Form, [Desk Guide - Emergency Telephone Numbers](#))

(Added Evacuation 03-29-07)

[Back to Top of Document](#)

Emergency Eyewash Station Standards

Eyewash stations shall be required in programs where the eyes or body of any person may be exposed to corrosive materials in accordance with [OSHA 1910.151 \(c\)](#).

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&dp_id=9806

Corrosive materials mean any solid, liquid, or gaseous substance that burns, irritates, or destructively attacks organic tissues, most notably the skin, eyes, and when taken internally, the lungs and gastrointestinal tract.

The following are required guidelines for eyewash stations:

- (1) The eyewash shall have the capability to deliver fifteen (15) minutes of freely flowing water at a comfortable temperature range (15-35 degrees Celsius, or 60-95 degrees Fahrenheit), a maximum inlet pressure of 30 psig, and a minimum flow of 1.5 liters per minute. The flow shall be uninterrupted and the water filtered.
- (2) The emergency eyewash shall be accessible in locations that require no more than 10 seconds to reach and shall be within a travel distance no greater than 25 feet from hazard, or in the nearest safe area outside of the release area if the release could pose a further danger.
- (3) The valve shall be designed in such a manner that the water flow remains on without the use of the operator's hands.

- (4) The eyewash unit shall be activated weekly to flush the line and verify proper operation. (See Form, [Emergency Eyewash Activation Test](#))
- (5) The weekly eyewash record shall be maintained for the previous twelve (12) consecutive months to verify compliance with testing procedures.
- (6) Each emergency eyewash station shall be identified with a highly visible sign that can easily be comprehended by the reader.
- (7) Instructions on proper usage shall be affixed to the eyewash facility.

[Back to Top of Document](#)

Equipment Maintenance

Each teacher shall keep a record of all maintenance completed on equipment assigned to his/her program. The maintenance record shall identify the specific piece of equipment, date of inspection, equipment defect, corrective action, and date the equipment was returned to service. The corrective action shall note if the repairs were made by a person other than the teacher. **Repairs to equipment shall only be made by the teacher if he/she is certified/qualified to make the repairs.** (See Form, [Equipment Maintenance Record](#))

[Back to Top of Document](#)

Fall Protection

Maintenance of ATCs and construction trades programs that may require employees and/or students to work six (6) feet above a lower level shall abide by the following OSHA standards.

1926.500 - Scaffolds

http://www.osha.gov/SLTC/scaffolding/scaffold_slides/mainpage.html

1926.500 - Fall Protection

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10756

Labs with mezzanine storage, or any overhead storage areas, shall abide by the following OSHA standards:

1910.23 - Guarding Floor and Wall Openings and Holes

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9715

1910.27 - Fixed Ladders

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9719

[Back to Top of Document](#)

Fire Drills

The Kentucky Fire Code requires that ten (10) fire drills be conducted during the school year. Two (2) of the ten (10) shall be in the first two (2) weeks of school. Fire drills are conducted for the purpose of training students to exit the building in an organized and expedient manner should an actual fire occur. Evacuation signs shall be posted in all classrooms and labs. Students shall be given instruction on the proper procedures for exiting and returning to the building and where to assemble once the building is evacuated.

The principal shall maintain a record of the dates of all fire drills, the time the alarm sounded, the time it took to evacuate the building, weather conditions, the number of occupants, and any irregularities noted. (See Form, [Fire](#),

Fire Extinguisher Training

According to OSHA regulation 20 CFR 1910.157 http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9811 Portable Fire Extinguishers, Section (g) (1) - where portable fire extinguishers have been provided for employees' use, the employer shall provide training for employees, to familiarize them with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting. This training shall be provided upon initial employment and at least annually thereafter, Section (g) (2). All area technology centers shall be covered by this regulation.

The area technology center principal shall arrange for training that satisfies these requirements for the school staff. Local fire departments, fire marshals, or a member of the staff who possesses the proper qualifications can provide training. Fire extinguishers shall be checked monthly by designated staff to ensure they are in a fully charged and operable condition.

[Back to Top of Document](#)

First Aid Policy

For the protection of any injured person or persons, and to avoid potential for personal or administrative liability, the following shall be set forth and maintained as First Aid Policy. This information shall be provided during initial employment orientation and at the beginning of each school year.

- Emergency and non-emergency first aid shall be administered by a person or persons trained and certified to render first aid.
- In no case shall ointments, salves, disinfectants or oral medicine be rendered except on advice of a physician.
- In no case shall any person or persons render first aid to a degree above that for which they are trained and certified.
- First aid kits shall be equipped with gauze, bandages, large and small Band-Aids, bottle of peroxide, disinfectant wipes, latex gloves and other sterile materials required to stop bleeding and cover wounded areas **and placed in each lab/shop area.**
- Fire blankets shall be placed in those areas where the potential for fire and explosion exist. Large shops shall have two fire blankets.

[Back to Top of Document](#)

Forklift Training

The Occupational Safety and Health Act of 1970 includes a provision that "only trained and authorized operators shall be permitted to operate a powered industrial truck." The employer shall provide training on the proper operation of industrial trucks. Forklifts fall under the category of powered industrial trucks. ([OSHA 29 CFR 1910.178](#)) Training shall be required to clarify the differences in

handling between a truck and a car, to develop safe operating habits, and reduce the risk of injury.

Annual training shall be provided to all employees who operate equipment covered under this OSHA standard and documentation of the training shall be kept on file in the school office. Information on what is acceptable training is available from the Division of Education and Training, Kentucky Occupational Safety and Health Program, 1047 U.S. 127 South, Suite 4, Frankfort, KY 40601. (KY OSH Training Programs

<http://www.labor.ky.gov/osh/educationtraining/trainingprograms/requesttrain.htm>)

[Back to Top of Document](#)

Hazardous Communications Program

The [Hazardous Communication Standard](#) (often referred to as HazCom) was enacted in November 1983. The standard established rules for all workplaces covered by OSHA. The standard requires that information on hazardous chemicals be communicated to all employees and students.

Program Requirements:

- (1) A written hazardous communications program shall be in place for the safety of all employees, students, and visitors.
- (2) Material Safety Data Sheets (MSDS) must be made available by chemical manufacturers and distributed to the employer. The employer shall make them available to employees. **In area technology centers, the teacher shall be responsible for providing instructions on how to read Material Safety Data Sheets and the proper use, handling, and health hazards of chemicals used in the program.**
- (3) Containers shall be labeled so employees and students can handle chemical safely. Protective equipment shall be worn when chemicals may cause a health hazard or physical hazard. Chemicals that are not in the original container shall be properly labeled.
- (4) A complete inventory of all chemicals shall be prepared and available. (This inventory must be kept current.)
- (5) All employees shall be trained annually to recognize and safely handle all chemicals at work. Training shall be provided on how to read and interpret an MSDS and label. Students in area technology centers shall receive the same annual training as employees. Documentation of the training shall be kept on file in the school.

[Back to Top of Document](#)

Hazardous Waste Disposal

All hazardous waste materials shall be stored in labeled containers. Area technology centers are classified as limited quantity generators (businesses that generate less than 220 pounds of hazardous waste per month) and may be able to dispose of hazardous materials such as mercury containing fluorescent light bulbs on site. The safest method to dispose of hazardous waste is with a company who will supply and remove solvents and other waste. In all cases, good records shall be kept for your protection.

[Back to Top of Document](#)

Used Motor Oil Recovery and Disposal

Waste oil shall be properly stored in labeled containers. All hazardous waste shall be disposed of in accordance with EPA regulations (not to exceed 28 gallons liquid or 200 kg, in any given month). A log to record the amount of oil added to the container shall be maintained. (See Form, [Used Motor Oil Recovery and Disposal](#)) Antifreeze shall not be added to used oil. Transmission fluid, rear end grease, hydraulic fluid, and brake fluid shall be added. Each used fluid added shall be logged accordingly. If oil spills occur while placing used fluids in the container, Oil Dry or other appropriate cleaning compound shall be used to clean up the spill and the residue shall be placed in a garbage container. Once the container is filled, a certified used oil hauler shall be contacted to remove the oil. Receipts for all oil picked up shall be filed in the school office along with the log.

(a) Used Oil Filters

To dispose of used oil filters, the following process shall be followed:

1. Drain the oil and place it in a waste oil container for storage and eventual recycling.
2. Drain oil filter into waste oil container and store used filter in a metal drum for recycling pickup.

(b) Antifreeze

Antifreeze shall be stored in a labeled plastic container for recycling. Antifreeze shall not be mixed with used oil.

(c) Mercury Containing Light Bulbs

Federal and State laws require some fluorescent lamps be treated as hazardous waste.

- Spent fluorescent lamps shall be on your list of registered hazardous waste-streams.
- Spent lamps shall be stored in protective boxes to guard against breakage.
- Boxes shall be labeled – “**UNIVERSAL WASTE-LAMPS**”
- Boxes shall be dated when first spent lamp was stored.
- Spent lamps may be stored for up to one (1) year before having picked up by certified hazardous waste hauler. Pickup documentation shall be kept on file.
- The Center Principal or designee shall check with the following for possible no cost or cost sharing opportunities for disposal: Local school districts, city

and/or county government personnel in charge of waste disposal, company you currently use for other hazardous waste disposal.

NOTE: Some fluorescent lamps, commonly referred to as “environmentally preferable” or “green ends”, may or may not be approved for land-fill disposal. The green ends lamps do not automatically mean compliance with EPA regulations for land-fill disposal. Lamps shall pass the “toxicity characteristic leaching procedure” (TCLP) and the Center shall have the manufacturer’s product sheet verifying the lamps are EPA compliant for land-fill disposal.

(Mercury Containing Light Bulbs section Revised 08-28-06)

[Back to Top of Document](#)

(d) Refrigerant Recovery

The [1990 Federal Clean Air Act](#) requires that refrigerants used in mobile and stationary systems be recovered. Technical Education teachers who do live work on equipment containing refrigerants shall have recycling recovery equipment in their program or have access to it.

Willful venting of CFC’s and HCFC’s into the atmosphere is strictly prohibited by the enforcement provision of the Clean Air Act, which carries very stiff penalties for violation. Students handling refrigerants shall be closely supervised by teacher.

[Back to Top of Document](#)

Lockdown Procedures

Lockdown procedures shall be addressed in each school’s emergency response plans and included in the Emergency Procedures Desk Guide.

Students and staff shall be informed of lockdown procedures and lockdown drills shall be conducted at the beginning of each semester. This information shall be included in the student handbook. For staff, this information shall be provided during the initial employment orientation, training at the beginning of the school year, and included in the staff handbook. (Link to [Fire, Earthquake, Lockdown, and Tornado Drill Form](#))

School administration shall activate the Emergency Lockdown when the safety and welfare of the students and staff are in danger. Training shall be provided for the three types of lockdown procedures.

- 1) **Lockdown with Warning – This threat is outside of the school building.** This could be notification by authorities that a dangerous situation in close proximity to the school exists. This could be situations such as a fleeing or violent felon in the area, an act of terrorism, etc.
- 2) **Lockdown with Intruder – This threat (intruder) is inside the school building.** The center principal or designee shall be notified immediately anytime there is an individual inside the school without proper authorization. The center principal or designee shall determine if there is cause to order a lockdown.
- 3) **Shelter in Place – This threat is a gas or chemical release outside the school building.**

The following procedure shall be followed if school has been notified of an external gas or chemical release.

1.) Lockdown with Warning Procedures

- Principal, or designee, shall order and announce “**lockdown with warning procedure.**” Repeat announcement several times. Be direct, code words lead to confusion.
- Principal, or designee, shall Bring people inside.
- Hallways, restrooms and all areas that cannot be secured shall be cleared.
- Students shall be sent to a closed supervised area.
- Assist those needing special assistance.
- Lock exterior doors including classroom and lab doors.
- Pull shades and keep students away from windows.
- Control all movement but continue classes unless otherwise instructed.
- Disable bells and move on announcement only.
- Principal or designee shall announce “all clear” after notification from appropriate local authorities.
- Principal or designee shall document lockdown and mail copy to Safety Coordinator in Frankfort office.

2.) Lockdown with Intruder Procedures

- To Initiate Lockdown Procedures, the Principal or designee shall:
 - a) Order and announce “**lockdown with intruder procedure.**”
 - Repeat announcement several times.
 - Be direct, code words lead to confusion.
 - b) Direct someone to call 911, so appropriate law enforcement authorities and emergency response teams may be dispatched.
 - c) Immediately direct all students, staff and visitors into nearest classroom or secured space.
 - d) **NOT ALLOW anyone outside the building to enter the building.**
 - e) Determine a primary evacuation site and have those students report there.
 - f) Assist those needing special assistance.
 - g) **SHALL NOT lock exterior doors**
 - h) Lock classroom doors.
 - i) Move people away from windows and doors, pull shades, turn off lights, keep out of sight and remain quite and calm.
- Teacher shall take a head count and list names of each individual in the room.
- All individuals shall take cover under desks or tables and remain low to the ground.
- Individuals SHALL NOT respond to anyone at the door until “all clear” is announced by principal or their designee.
- Principal or designee shall announce “all clear” after notification from appropriate local authorities.
- Principal or designee shall document lockdown and mail copy to Safety Coordinator in Frankfort office.

3.) Shelter in Place Procedures

To initiate Shelter in Place Procedures, the Principal, or designee, shall:

- Order and announce “**Shelter in place procedure.**”
 - a) Repeat announcement several times.
 - b) Be direct, code words lead to confusion.

- Immediately direct all students, staff and visitors into nearest classroom.
- Assist those needing special assistance.
- Close and tape all windows and doors and seal the gap between bottom of door and the floor.
- Turn off air conditioning units and other air handling units.
- Not allow anyone to leave the classroom.
- Direct all occupants to stay away from doors and windows.
- Wait for further instructions from authorities.

The Principal or designee shall document and mail copy to Safety Coordinator in Frankfort office.

(Lockdown Procedures Section Updated 08-04-06)

[Back to Top of Document](#)

Lockout/Tagout Procedures

OSHA has established a lockout/tagout standard ([29 CFR 1910.147](#)) that helps to safeguard workers from hazardous energy while performing maintenance on machines and equipment. The standard, which went into effect on January 2, 1990, states that equipment must be turned off and disconnected from the energy source prior to servicing. In addition, it further requires employers to develop written lockout/tagout procedures (**See Form, [Lockout/Tagout Procedures](#)**), provide training to all employees and students who could be injured and to carry out periodic inspections (at least annually) to ensure that the energy control procedures are implemented properly.

Lockout

- Lockout means bringing machinery to zero energy by locking out the power.
- Each teacher shall have an assigned lock, key and lockout device. No two keys shall fit the same lock.
- Notify persons using the machinery that work will be performed on the machinery.
- Electrical power shall be turned off and an assigned lockout device attached.
- Appropriate warning signs shall be placed at the controls - indicating that work is being performed on the machinery.
- Protective equipment shall be worn – goggles, safety glasses, steel-toed shoes, etc.
- Check to make sure the power is off and all moving parts of the machinery have come to a complete stop.
- When work is completed, the work area shall be cleaned up and guards shall be replaced on machinery.
- When inspection is complete, lockout device shall be removed and other employees and students shall be clear of the equipment before energizing the unit.
- Machinery shall be tested for proper operation.

Tagout

- If equipment cannot be locked out, then it shall be tagged out.

- A tagout device is a warning device that takes the place of a lock without providing physical restraint.
- Tags shall clearly identify the employee who applied them, and shall not be removed except by the person who applied it.
- Tags shall be readable and understandable and must warn against the hazardous conditions that will result if energy is restored to the machinery.
- Most tags have legends such as DO NOT START, DO NOT OPEN, DO NOT OPERATE - DANGER, etc.
- Tags shall be made of materials that can withstand environmental conditions.
- Tags shall be secured to energy-isolating devices so that they cannot be detached accidentally while in use.

Each area technology center principal shall provide designated staff with appropriate lockout/tagout devices and training. The principal shall observe and document the designated individuals performing lockout/tagout at least annually. Each teacher shall maintain a record of machinery and equipment that falls under the requirements of lockout/tagout. (See Form, [Lockout/Tagout Procedures](#))

[Back to Top of Document](#)

Maintenance and Security of Facilities and Equipment

The area technology center principal shall be responsible for preventive and continuous maintenance of the facility, equipment, and school grounds. Maintenance and repair of the building shall be the responsibility of the local school district that owns the facility. All maintenance and repair needs shall be reported in writing to the appropriate local school district staff.

Security of the facility and equipment shall be maintained at all times. Signs directing visitors to the front office to check in shall be posted on all entrance doors to the facility. Classrooms and laboratories shall be locked when classes are not in session and the teacher is not present. Equipment shall not be removed from the facility unless approved for live work or off campus project. The school principal shall be notified before equipment is removed for approved activities.

[Back to Top of Document](#)

Medications

School personnel shall not dispense medication of any type. A student who takes prescription or over the counter medication shall have written permission on file in the office before medication is brought to school. Medications shall be carried in their original container. If medication is to be taken during school hours, the teacher shall be notified. Any drug that is seen and not reported to the teacher shall be in violation of school policy. This information shall be communicated to students during the orientation process and included in the student handbook.

[Back to Top of Document](#)

Student Medical and Accident Insurance

In accordance with [780 KAR 2:110](#), all students enrolled in area technology centers shall have medical and accident insurance coverage during the period of enrollment. The policy shall be a full excess policy, (\$10,000 maximum limit) and pay the covered expenses incurred that are in excess of those paid or payable by another plan. Students need to take a copy of the insurance claim to their physician or hospital when seeking medical assistance due to injury while at the technical school. ATC staff shall complete the claim form and submit bills for payment. (See Form: [Safety – Student Insurance Claim Form](#))

(Updated link to new form 03-27-08)

[Back to Top of Document](#)

Monthly Safety Inspections of Labs/Classrooms

Each teacher shall establish a program safety committee. The committee shall be made up of the teacher and a minimum of three (3) students. The committee shall be responsible for completing a monthly safety inspection of the shop/classroom using the standard safety checklist. Each time the committee inspects a program; the safety checklist shall be completed and copied to the principal. Areas that are found unsatisfactory shall be corrected and documentation shall be submitted to the principal along with the safety checklist. (See Forms, [Safety - Monthly Inspection Checklist - Classrooms & Labs](#) and [Safety - Monthly Inspection Checklist - School](#))

[Back to Top of Document](#)

On-Bus Supervision

According to the Kentucky Department of Education legal counsel, it is not necessary for a teacher or administrator to be present on the bus for technical center transportation, as the bus driver is present and responsible for normal supervisory responsibilities under [702 KAR 5:080](#), provided that school personnel (and/or state personnel) will be present at the area technology center. Supervision by a qualified member of the area technology center staff shall be provided to technical training sites off school grounds.

[Back to Top of Document](#)

OSHA 300 Reporting Requirements

Beginning with the 2002 calendar year, the following OSHA reporting forms will be used:

[OSHA Form 300](#) – Log of Work Related Injuries

[OSHA Form 301](#) – Injury and Illness Report

[OSHA Form 300A](#) – Summary of Work Related Injuries and Illnesses

All worksites shall maintain an OSHA log for each separate facility/department/school on a calendar year basis (January – December).

All logs and summaries shall be kept for five (5) years following the end of the calendar year to which it relates.

If there is a change in the extent or outcome of a case, the first entry shall be lined out and the new information entered.

All injuries shall be entered on the log within 6 days after receiving knowledge that a case has occurred. If in doubt whether a case is recordable or not, it is recommended that all cases are logged, regardless of recordability. This serves as a reference/tracking document and, in addition, an injury may not be recordable at first but may be determined recordable at a later date. It is important that all information on the logs and the IA1 reports are legible.

There are strict penalties for not complying with federal regulations regarding the posting of logs and maintaining of OSHA files. Some states' locations have been fined thousands of dollars for non-compliance.

In cases of an OSHA inspection, the compliance officer will ask to review the log for the previous year and may ask to review the current year's log. Employers shall provide records to an OSHA compliance officer who requests them within 4 hours.

To report an injury/illness, call the State Personnel Cabinet, Office of Worker's compensation at 502/564-6847 and report the incident, log the incident on the 300 Form and retain in your files until December 31 of the reporting year.

Area technology center principals or designee shall take the following steps when reporting:

- All state employee work-related injuries, illness and fatalities shall be called in immediately to the Personnel Cabinet/Office of Worker's Compensation by the injured/ill person's supervisor.
- The electronic copy of the First Report of Injury Form IA-1 generated by Worker's Compensation will be forwarded to the Department of Labor, the supervisor, and the appropriate ABO personnel/payroll officer.
- The supervisor obtains the signature of the injured employee (back side of IA-1 First Report of Injury or Illness Report) which relates to fraudulent claims and mails to Worker's Compensation at the following address: Worker's Compensation Branch, Cabinet for Personnel, Suite 511, 200 Fair Oaks Lane, Frankfort, KY 40601.
- The hard copy of the IA-1: http://personnel.ky.gov/NR/rdonlyres/7EEE21A8-7238-4DA4-BE99-AC293C4782E8/0/IA1_pg1.doc shall be kept on file (not in a personnel file) at the worksite and the information recorded on the OSHA Form 301 and 300 Log.
- At the end of the calendar year, the OSHA 300A (summary of work-Related Injuries and Illnesses) will be completed by each ATC using the information from the OSHA 300 Log.

- The OSHA 300A summary form shall be posted in a public location in your school from February 1 to April 30.
- At the end of the calendar year, each school shall:
 1. Forward a copy of the OSHA 300A Summary (always submit even if no accident or injury is reported) and OSHA 300 Log (is also required if incident is listed on log) to the Frankfort Administrative Business Office.
 2. The Frankfort ABO shall obtain the signature of the Executive Director or Designee
 3. The Frankfort ABO shall forward this information to the Safety Officer – Facilities Management, Frankfort, KY.

[Back to Top of Document](#)

Pagers, Cell Phones, and any Telecommunication Devices

Area Technology Centers shall follow the policy of local school district where ATC is located. Students in violation of local school district policy shall be subject to disciplinary action. <http://www.lrc.ky.gov/KRS/158-00/165.PDF>

[Back to](#)

[Top of Document](#)

Respirator Plan/Protective Breathing Devices (OSHA 1910.134)

Students who are enrolled in a program, which provides instruction in tasks requiring the use of protective breathing devices, shall have on file a physician's statement of assurance that the individual is physically able to perform the tasks in the program requiring the use of protective breathing devices. The teacher shall also have on file a physician's statement of assurance. **(See Form, [Safety - Physician's Statement Regarding the Use of Protective Breathing Devices](#))** The Federal Occupational Safety and Health Standard is state law and is quoted as follows:

Persons shall not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. The local physician shall determine what health and physical conditions are pertinent. The respiratory user's medical status should be reviewed periodically (for instance, annually).

A written respirator program shall be on file for all programs requiring protective breathing devices.

Program Elements:

- (1) The teacher shall develop detailed written standard operating procedures governing the selection and use of respirators, using [NIOSH Respirator Decision Logic](#) <http://www.cdc.gov//niosh/docs/87-108/> as a guideline. Outside consultation, manufacturer's assistance, and other recognized

authorities shall be consulted if there is any doubt regarding proper selection and use. These detailed procedures will be included as appendices to the respirator program. Only the instructor shall amend these procedures.

- (2) Respirators shall be:
 - o Selected on the basis of hazards to which the user is exposed
 - o Selected by the teacher
 - o Only MSHA/NIOSH-certified respirators selected and used
- (3) The user/student/wearer shall be:
 - o Instructed and trained in the proper use of respirators and their limitation on an annual basis or more frequently if indicated.
 - o Instructed by the teacher
 - o Provided an opportunity to handle the respirator, have it fitted properly, test its face piece-to-face seal, wear it in normal air for a long familiarity period, and finally to wear it in a test atmosphere.
 - o Trained in fitting instructions, including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly.
- (4) Where practicable, the respirators shall be assigned to individual students for their exclusive use.
- (5) Respirators shall be regularly cleaned and disinfected. Those issued for the exclusive use of one student shall be cleaned after each day's use, or more often if necessary.
- (6) The central respirator cleaning and maintenance facility shall store respirators in a clean and sanitary location.
- (7) Respirators used routinely shall be inspected during cleaning. Worn or deteriorated parts will be replaced. Respirators for emergency use such as self-contained devices shall be thoroughly inspected at least once a month and after each use. Inspection for SCBA breathing gas pressure shall be performed weekly.
- (8) Appropriate surveillance of work area conditions and degree of user exposure or stress shall be maintained.
- (9) There shall be a regular inspection and evaluation to determine the continued effectiveness of the program. The teacher shall make frequent inspections of all areas where respirators are used to ensure compliance with the respiratory protection programs.
- (10) Persons shall not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. A physician shall determine what health and physical conditions are pertinent. The respirator user's medical status shall be reviewed annually.
- (11) Certified respirators shall be used.
- (12) Sign-off sheet shall be required by adult students and parents of minors before the use of a respirator will be permitted.

The respirator program shall be evaluated annually with program adjustments made to reflect the evaluation results. **(See Form, [Respirator Program Evaluation Checklist](#))**

NOTE: Rule of thumb to use regarding paper dust masks qualifying as a respirator. If the paper mask has two of the rubber bands attached, consider it a respirator; therefore it will fall in the respiratory category and subject to the respiratory guidelines. Paper dust masks with one rubber band attached will not be subject to the regulations.

[Back to Top of Document](#)

Safety Accountability

The safety of students in an area technology center shall be the responsibility of the principal and program teacher. (See Safety Responsibility Policy) Responsibility and Accountability go hand-in-hand. The following Safety Accountability policy shall be provided upon initial employment and at the beginning of the school year.

Failure to comply with Office of Career and Technical Education Safety Policy and Procedures shall be reflected in performance evaluation and program assessment scores. A pattern of noncompliance and/or failure to enforce safety requirements shall result in disciplinary actions as outlined in 780 KAR 3.110 – Disciplinary Actions. <http://www.lrc.ky.gov/kar/780/003/110.htm>

[Back to Top of Document](#)

Safety Committee Meetings

The school-wide safety committee shall meet a minimum of four (4) times per school year to discuss safety issues and make recommendations concerning the school. Documentation of the meetings shall be on file in the school. Copies of minutes shall be distributed to all employees in the school. Actions taken as a result of recommendations shall also be on file in the school. (See Form, [Employee Safety Training Record](#))

[Back to Top of Document](#)

Safety Dress and Personal Protective Equipment Requirements

Students shall dress in accordance with specific safety regulations established in each technical program. All safety precautions shall be taken and additional precautions may be required depending on the technical area. The following is a list of essential safety practices:

- Hardhats shall be worn when head protection is required.
- Safety glasses (with side shields) shall be worn by students and teachers at all times in the shop area.
- Shop and lab clothing shall be cleaned frequently.
- Student's hair length shall not pose a safety hazard; if hair is long, it shall be contained under an approved head covering.
- Loose and flowing clothing or dangling jewelry shall be avoided in Labs equipped with moving or turning power equipment.
- Gloves and eye protection shall be worn by all Health and Human Services students when in direct contact with body fluids
- Foot protection appropriate for program shall be worn
- Hearing protection shall be furnished if needed.

[Back to Top of Document](#)

Safety Instruction

Each student shall be required to study general safety rules in his/her technical program. Specific safety instruction shall be provided to all students by the program teacher. Prior to operating any equipment, machinery, or tools, each student shall be required to pass a written examination and demonstrate safety procedures. Documentation that each student has passed safety tests shall be kept on file in each program area. In all cases, a student shall have the teacher's permission and be supervised while operating power equipment. A student who violates or fails to adhere to any school safety rules shall be subject to disciplinary action. (See Form, [Student - Statement of Safety Instruction](#))

[Back to Top of Document](#)

Safety Responsibility

The safety of students in an area technology center shall be the responsibility of the principal and program teacher. Since public schools are considered to be State agencies, they cannot be sued for damages in the case of an accident or injury to a pupil without the consent of the State. However, the teacher may be sued for damages by parent or guardian of an injured student if it can be shown that the pupil's injury was due to negligence of the teacher. The teacher shall be alert to his/her responsibilities so they may protect the student from injury, thus avoiding possible future legal action. This information shall be provided upon initial employment and at the beginning of the school year.

Negligence is the failure to act as a reasonably prudent and careful person under the circumstances of the situation. Authorities on school law say that a teacher could be considered negligent if any of the following conditions exists when an accident or injury to a student occurs:

- (1) The teacher is absent from the classroom/shop while students are present.
- (2) The teacher leaves the classroom/shop with an unqualified teacher in charge.
- (3) Students are permitted to use unauthorized equipment in the school.
- (4) Students are permitted to work in the classroom/shop other than during the regularly scheduled periods, or hours, and especially without supervision.
- (5) Permitting students not enrolled in the school to use any type of equipment.
- (6) Students are being sent out of the lab/classroom to perform hazardous jobs.
- (7) The teacher permits students to use power equipment without having given them specific instructions as to the proper and safe use of the equipment.
- (8) The teacher allows students, especially prone to accident, to use power driven machines and tools.
- (9) The teacher allows students with physical or mental handicaps to use inappropriate tools and equipment.
- (10) The teacher fails to keep written reports of every accident occurring in the program regardless of the extent of the injuries involved or failure to obtain written statements from witnesses of accidents.

- (11) Permitting students to use machinery without the standard safety equipment, guards, or safety devices such as protective equipment, goggles, safety glasses, etc.
- (11) Failure to administer safety tests and to retain satisfactorily passed tests of students injured in accidents.
- (12) The teacher allows students to operate equipment with safety devices that are not approved by the manufacturer.
- (13) Using self-made equipment or devices for instructional purposes, which result in injury to student(s).
- (14) The teacher fails to provide necessary supervision to students while assigned to a program.
- (15) Permitting students to work on equipment or perform tasks that are not related to the instructional program.

[Back to Top of Document](#)

Safety Signs

The following is a suggested list of safety signs that may be posted in the shop/classrooms to emphasize the importance of good safety practices:

1. Asbestos
2. Auto Lift Safety
3. Compressed Air
4. DANGER – Hands and Fingers
5. DANGER – High Voltage
6. Do Not Start
7. Electric Welding Safety
8. Electricity Shop Safety Rules
9. Emergency Eyewash
10. Emergency Eyewash Instructions
11. EXIT
12. Fire Extinguisher
13. Hazardous Materials in Use
14. Hearing Protection Required
15. Machine Lockout
16. Metal Shop Safety Rules
17. NOT AN EXIT
18. Out of Order
19. Oxyacetylene Safety
20. Protective Eyewear Required
21. Universal Precautions
22. Unlawful possession of a weapon....
23. Visitors Report to Main Office Before Entering Shops/classrooms
24. Warning -This Machine Will Coast----
25. Wear face shield (battery charger)
26. Wear face shield (charging station)
27. Wood Shop Safety Rules

[Back to Top of Document](#)

Safety Publications

OCTE

Rev: 03-29-07; 03-27-08; 06-12-08; 07-09-08;
04-20-09; 05-05-09; 06-23-09; 06-30-09; 07-14-09;
08-04-09; 02.02.10;

IV - 11.25

PPM

Instructional Programs - Safety

Each principal shall have resource information available in the school to ensure that the school is complying with all federal and state requirements. The Kentucky Department of Labor, Office of Occupational Safety and Health, Division of Education and Training, has available a variety of publications and forms relating to safety, wage and hour laws, child labor laws, wage discrimination, general industry standards, and construction standards at no cost. Instructional and informational publications are also available.

Training information and publications can be found on this website - <http://www.labor.ky.gov/>

[Back to Top of Document](#)

Safety Training (Staff)

Each principal shall have a safety-training program that includes a general safety orientation for all staff upon initial employment and at the beginning of each school year. Training must be provided and documented in the following areas:

- Asbestos Training
 - Bloodborne Pathogens
 - Crime Awareness and Campus Security
 - Drills – Fire, Tornado, Earthquake, Lockdown
 - Emergency Plans and Fire Prevention
 - Employee Fire Extinguisher Training
 - First Aid Training and First Aid Kits
 - Forklift Training
 - Hazardous Communications
 - Lockdown Procedures
 - Lockout/Tagout
 - Respirator Training
 - Safety Committees and Inspections
 - Safety Responsibility and Accountability
 - Other Training as Identified
- (See Form, [Employee Safety Training Record](#))

[Back to Top of Document](#)

(This section updated 06-12-08)

Semi-Annual Safety Inspections

The center principal shall establish a safety committee for the school. The committee shall consist of three (3) teachers and three (3) students. The safety committee shall make semi-annual safety inspections of the total facility including each classroom/laboratories. The inspections shall be completed by June 1 and November 1 of each calendar year.

The semi-annual safety inspection shall be completed using the Safety Inspection Booklet which has its basis in safety and health standards of the Kentucky Occupational Safety and Health Program. (See Form, [Safety Inspection Checklist – Semi-Annual](#)) The checklist is designed in such a manner that a negative answer to any question indicates a safety concern. The center

principal and center safety committee shall review all items answered **NO** to determine what corrective action shall be taken.

A certification of the semi-annual safety inspection (last page of the inspection form) shall be forwarded to the Safety Director, Office of Career and Technical Education, Capital Plaza Tower, 20th Floor, 500 Mero Street, Frankfort, KY 40601.

[Back to Top of Document](#)

Severe Weather Emergency Plan

Each center shall have a severe weather emergency plan. "[Guide for Developing a Severe Weather Plan for Kentucky TECH Schools](#)" was prepared by the Kentucky Division of Disaster and Emergency Services and National Weather Service Offices in Kentucky to assist center personnel in developing this plan.

[Back to Top of Document](#)

Sickness/Accident Plan

The following steps shall be followed:

- (1) Administer first aid as required (call ambulance if necessary). First aid provider shall be trained and certified in first aid. Injured persons shall not be transported in private auto by center personnel or state vehicle.
- (2) Notify center principal or designee
- (3) Secure the area for inspection by the Frankfort safety unit. Principal or designee shall notify the Safety Director in the Frankfort Office. **This is the procedure to be used when accidents are severe enough in nature to cause or could cause loss of life or limb.** All other accidents are to be reported and detailed on the current accident reporting form.
- (4) Secure the name of any witnesses available; if possible, make photos of the accident scene.
- (5) Complete the current accident reporting form as soon as possible after first aid is provided and victim and/or area is secured.

[Back to Top of Document](#)

Signs Required in ATC's (Federal/State)

The following signs are required to be posted in public/employee accessible locations in area technology centers: (Signs may be obtained by visiting these websites – <http://www.labor.ky.gov/> and <http://www.dol.gov/>

- Child Labor Law
- Employee Polygraph Protection Act
- Equal Employment Opportunity
- Fair Employment

- Family and Medical Leave Act
- Minimum Wage
- OSHA Job Safety and Health Protection
- Public Accommodation
- Unemployment Insurance
- Uniformed Services Employment and Reemployment Rights Act
- Any additional postings required by State or Federal regulations

[Back to Top of Document](#)

Smoking Policy

The Goals 2000: Educate America Act, known as the "Pro-Children Act of 1994" <http://www.ncbi.nlm.nih.gov/pubmed/10139435> prohibits smoking within buildings which house programs providing education services to children. The term "children" means individuals who have not attained the age of eighteen (18).

The prohibition specifically states:

No person shall permit smoking within any indoor facility owned or leased or contracted for use by such person for provision of regular or routine kindergarten, elementary, or secondary education or library services to children.

The law mandates that the prohibition shall be effective December 26, 1994, which is 270 days after the date of the enactment of the [Goals 2000: Educate America Act](#).

The law states that any failure to comply with the prohibition is a violation of this law and any person subject to the prohibition who commits a violation may be liable to the United States for a civil penalty in an amount not to exceed \$1,000 per day each day a violation continues. The total amount of liability is not to exceed the amount of federal funds received for the year in which the continuing violations occurred.

This law affects the schools in the Kentucky TECH System. This federal law also supersedes the state law that permits designated smoking areas. Effective December 26, 1994, the following shall be the policy for all area technology centers within the Kentucky TECH System:

"There shall be no smoking within any indoor facility owned or leased or contracted for and utilized by Kentucky TECH Schools for the provision of providing education or training services."

This policy shall cover both students and all employees of all Kentucky TECH Area Technology Centers. (See: [Smoking Ban Memo 06-13 dated July 24, 2006](#))

[Back to Top of Document](#)

Tornado Drill

Each school shall have on file a Tornado Survey Checklist. The checklist identifies critical facility information and the communication system available to notify staff and students of a weather alert. (See Form, [Tornado Survey Checklist](#)) All centers shall document one tornado drill annually, conducted at the same time as the local school district. (See Form, [Fire, Earthquake, Tornado and Lockdown Drill Record](#)) Students shall be provided information during orientation on what the correct procedures to follow are in the event of an actual tornado. Whether the school administrator retains students and staff in the building or evacuates will depend upon the advice of the police department, fire department, and local Office of Emergency Management instructions. Staff and students should be directed to the designated shelter area if it is necessary to remain in the building. Once in the sheltered area, everyone should sit facing the interior wall with knees and head down, hands covering face and head. Staff and students should remain in the shelter area until instructed to move.

[Back to Top of Document](#)

Visitors

Visitors to an Area Technology Center shall follow the procedures outlined in [Section 18 – Visitor Policy](#).

[Back to Top of Document](#)

Weapons on Campus

This policy applies to students, staff members, and visitors to the school.

Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the carrying of concealed weapons on school property is prohibited.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination of employment.

Violation of this policy by students shall require that the principal or designee immediately: make a report to the principal of the sending high school and to the Executive Director, Office of Career and Technical Education. In addition, when there is reasonable belief that a violation has taken place, the principal or designee shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a weapon in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Federal Requirement

The penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to an area technology center or onto the center campus/property under jurisdiction of the local district shall be expulsion for a minimum of twelve months.

Any student who brings to an area technology center a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

Exceptions

Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

State Posting Requirements on Weapons

The following notice shall be posted in prominent locations outside and inside the school. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

**“UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL
PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY
A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN
THOUSAND DOLLAR (\$10,000) FINE”**

State Reporting Requirements on Weapons

Employees of the area technology center shall promptly report to the principal or designee if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a center sponsored or sanctioned event. The principal or designee will notify appropriate law enforcement authorities.

For state reporting purposes, a deadly weapon shall be defined as: ([KRS 500.080](#) Definition of Kentucky Penal Code) Kentucky Unsafe School Choice Option Definitions

- (1) Any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
- (2) Any knife, other than an ordinary pocket knife;
- (3) Billy, nightstick or club;
- (4) Blackjack or slapjack;
- (5) Nunchaku karate sticks;
- (6) Shuriken or death star; or
- (7) Artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct requiring reporting shall report the conduct to the Principal or designee.

[Back to Top of Document](#)

Workplace/School Violence Policy

The Education and Workforce Development Cabinet is committed to providing a safe and secure environment for its employees, students, and customers. Acts of violence such as physical assault, threatening behavior or verbal abuse in Cabinet operated facilities, on area technology center premises, on school buses, or at school sponsored or sanctioned events shall not be tolerated.

In the event that an individual's (employee, student, or customer) actions are perceived to endanger someone's safety and well-being; supervisory personnel, building security, and/or appropriate law enforcement agencies shall be notified immediately. Refer to [Desk Guide - Emergency Telephone Numbers](#).

Employees or students that engage in acts of violence shall be subject to disciplinary action up to and including dismissal/expulsion.

Other acts of violence that are of a less threatening nature shall be promptly reported to supervisory personnel and a Violent Incident Report form completed. (See Forms, [Violent Incident Report](#))

[Back to Top of Document](#)

Bullying/Hazing

The Kentucky Center for School Safety (<http://www.kysafeschools.org/cyberbullying.html>) addresses Cyber Bullying:

Cyber bullying involves the use of information and technology such as e-mail, instant messaging, the publishing of defamatory personal web sites, and online personal polling web sites that are used to support conscious, willful, deliberate, repeated, and hostile behavior by one or more people with the intent to harm others. On-line harassment or threatening is **Cyber bullying**

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff, and visitors to the schools.

ACTIONS NOT TOLERATED

- The use of lewd, profane or vulgar language is prohibited.

- In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.
- This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods (Cyber Bullying).
- Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

[Back to Top of Document](#)