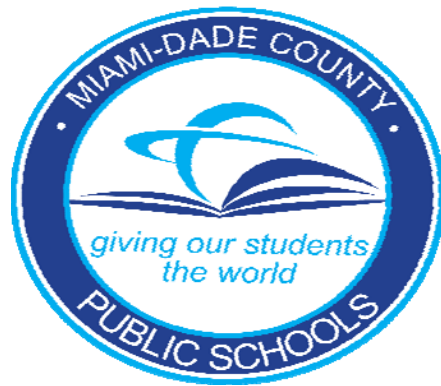


**THE  
SAFETY PROGRAM  
OF  
MIAMI-DADE COUNTY  
PUBLIC SCHOOLS**



**March 2009**

**Prepared by  
Division of Safety and Emergency Management**

## TABLE OF CONTENTS

	Page
Introduction	1
Objectives	2
Responsibilities	4
Safety Program Components	5
Policy	6
Existing Board Rules	7
Related Codes and Plans	8
Safety Committees	9
Student Safety	12
Employee Safety	13
Site Safety Consultation	14
Safety Inspections	16
Bi-Annual Safety Self Inspection	20
Safety Devices	23
Accident Reporting	25
Major Components Accident Prevention Program	28
Recreational Aquatic Field Trips	30
Bloodborne Pathogen Procedures	36
School Carnival Rides	38
Electrical Lockout Tagout Procedures	39
Helicopter Operations (non emergency)	41
High Risk Areas	42

## TABLE OF CONTENTS

	Page
Model Rocket Demonstrations	43
Municipal School Crossing Guard Programs	45
Traffic Control Surveys and Inspections	47
Biomedical Waste Program	51
Construction Safety Program	54
Fire Prevention Program	59
Hazard Communications (MSDS)	61
Hazardous Materials Control Program	64
Indoor Air Quality Program	65
Integrated Pest Management Program	67
Radon Monitoring	69
Safe Drinking Water Program	70
Asbestos Management	71
Supplemental Manuals	72
Appendix – Existing School Board Rules	73

## **INTRODUCTION**

A comprehensive Safety Program is an essential management tool to provide standards for reducing accidents and for the prevention and reduction of injuries. With implementation the program should provide some relief from the high direct and indirect costs that accidents generate and their subsequent impact on the operating budget.

Components identified in this Safety Program are designed to fit the needs of Miami-Dade County Public Schools. Some of the components have been in effect for several years; other program components require continuous update and refinement.

Managers, administrators and supervisors will face a special challenge in carrying out the intent and the requirements of this program. They must develop and maintain the proper attitude toward safety, first in themselves, setting the example and providing the leadership which will make this Safety Program successful.

The National Safety Council, in summarizing the reasons for continuing a diligent effort to prevent accidents, made these conclusions:

- Failure to take necessary precautions against predictable accidents involves moral responsibility for those accidents
- Accidents are destructive of efficiency and productivity
- Accidents produce far-reaching social harm

The HIGHLIGHTS of the Miami-Dade County Public Schools' Safety Program responds to those concerns expressed by the National Safety Council by:

- BRINGING TOGETHER THE VARIOUS ELEMENTS OF THE SAFETY PROGRAM
- PROVIDING A FIRM BASE FROM WHICH THE SAFETY PROGRAM MAY CONTINUE TO EXPAND AND IMPROVE
- INCLUDING A COMPILATION OF BOARD RULES AND ADMINISTRATIVE PROCEDURES FOR SAFETY
- REITERATING THE NEED FOR ACTIVE SAFETY COMMITTEES AT EACH SITE

- PLACING THE RESPONSIBILITY FOR ACCIDENT PREVENTION WITH INDIVIDUAL SITE ADMINISTRATORS
- ENCOURAGING SCHOOLS TO PARTICIPATE IN THE VARIOUS STUDENT SAFETY PROGRAMS
- PROPOSING THE EXPANSION OF ADDITIONAL SUPERVISOR AND EMPLOYEE SAFETY TRAINING PROGRAMS
- REINFORCING THE REQUIREMENTS THAT EACH ACCIDENT MUST BE REPORTED, PROPERLY ANALYZED AND APPROPRIATE CORRECTIVE ACTION TAKEN
- DESCRIBING A VARIETY OF SAFETY INSPECTIONS AND SERVICES

## **OBJECTIVES**

The short range objectives of the Safety Program are to:

- CONSOLIDATE THE NUMEROUS COMPONENTS OF THE PROGRAM WHICH ARE ALREADY OPERATIONAL
- PROPOSE REVISED OR ADDITIONAL COMPONENTS WHICH WILL CLOSE OBVIOUS PROGRAM GAPS

The long-range objectives of the Safety Program are to:

- REDUCE STUDENT AND EMPLOYEE INJURIES
- REDUCE WORKERS' COMPENSATION LOSSES
- REDUCE PROPERTY LOSSES
- REDUCE SELF-INSURANCE FUNDING REQUIREMENTS
- REDUCE INSURED LOSSES AND REDUCE INSURANCE PREMIUMS
- REDUCE THE IMPACT OF LOSSES ON THE OPERATING BUDGET BENEFITS

In achieving these objectives, the following benefits will be derived:

- INCREASE STUDENT ATTENDANCE
- INCREASE EMPLOYEE ATTENDANCE
- REDUCE THE NUMBER SUBSTITUTE TEACHERS
- REDUCTION OF LOSSES, RE-DIRECTED TO OTHER PROGRAMS
- IMPROVEMENT IN PRODUCTIVITY AND EFFICIENCY
- PROMOTING AND MAINTAINING A SAFE LEARNING ENVIRONMENT

## **EVALUATION**

The Safety Program shall be evaluated periodically by the Division of Safety and Emergency Management and the Office of Risk and Benefits Management.

## RESPONSIBILITIES

**SCHOOL BOARD** Responsible for establishing Board Rules pertaining to the Safety Program

**SUPERINTENDENT** Responsible for administering Board Rules pertaining to the Safety Program

**STAFF MANAGEMENT TEAM** Responsible for ensuring that Safety Program requirements are included in staff actions

**PRINCIPAL/SITE ADMINISTRATOR** Responsible for the safety of all staff, students, and visitors during the usual hours of operation and for implementing the requirements of the Safety Program

**SITE SAFETY CHAIRMAN** Responsible to the Site administrator for organizing the activities of the Site Safety Committee

**SITE SAFETY COMMITTEE** Responsible to the Site administrator for carrying out the duties required by the Safety Program

**DEPARTMENT HEADS** Responsible to the Site administrator for the for the enforcement of Safety Program requirements

**TEACHERS** Responsible to their Department Head for the enforcement of Safety Program requirements

**OTHER EMPLOYEES** Responsible for observing and following the safety rules and work processes prescribed by the principal, foreperson, or other supervisor

**STUDENTS** Responsible for following the safety rules prescribed by teachers and the school staff

# **MAJOR SAFETY PROGRAM COMPONENTS**

**Accident Reporting and Investigating**

**Asbestos Management**

**Employee Safety Training**

**Fire Prevention**

**Hazardous Materials Control**

**Indoor Air Quality**

**Integrated Pest Management**

**OSHA Hazard Communication**

**Radon Monitoring**

**Safe Drinking Water**

**Safety Committees**

**Safety Devices**

**Safety Inspections**

**Water Safety**



## **POLICY**

The policy for the Safety Program was established by Board Rule 6Gx13- 3E-1.081. Included below is the Board Rule which sets the mission and philosophy of the program. Other existing Board Rules which pertain to safety have been identified and are briefly described on the following pages.

### **SAFETY PROGRAM**

The School Board of Miami-Dade County, Florida authorizes the development and administration of a Safety Program that provides for:

1. A safe and healthful educational environment for the student population;
2. A safe and healthful workplace for each employee;
3. Safe use of facilities by the general public; and
4. The reduction of property and liability losses.

The primary goal of the Safety Program shall be to prevent or minimize accident and injury risk and other loss potential. The program will be administered under the direction of the Superintendent and will be reviewed periodically by the Board.

## **EXISTING BOARD RULES AND RELATED DOCUMENTS**

Existing Board Rules that are applicable to the Safety Program are shown below with a brief description of each rule. The full text of these rules may be found in Appendix A or at [www.dadeschools.net](http://www.dadeschools.net).

### **6GX13- 3E-1.02      Building Inspection Procedures**

Establishes policy for inspection of school facilities to provide for safety of building occupants.

### **6GX13- 3E-1.05      Emergencies**

Establishes policy and procedures to follow in the event of fire, major damage to school structures and disruption of utilities services.

### **6GX13- 4A-1.03      Employment --Safety and Health**

Establishes safety and health policy which provides for safe workplaces for employees and requires that employees be provided with safety devices and other safeguards to reduce accidents and injuries.

### **6GX13- 5D-1.04      Student Safety and Health Protection**

Establishes safety policy in relation to use of protective clothing and equipment for students.

### **6GX13- 5D-1.05      Injuries to Students**

Establishes policy for contacting parents and others for serious and non-serious injuries.

### **6GX13- 5D-1.06      Student Accident Insurance**

Establishes policy to report all student injuries and provides for making student accident insurance available at a low cost.

### **6GX13- 6A-1.04      Bomb Scares**

Establishes policy and procedures for making up lost time for bomb threats.

### **6GX13- 6A-1.05      Emergency Closing of Schools**

Establishes policy for closing of schools during emergencies, such as inclement weather or violent activities which affect the safety of individuals.

**6GX13- 6A-1.06      Emergency Management Procedures**

Establishes Emergency Procedures to respond to various types of emergencies.

**6GX13- 5D-1.08      Procedures for Promoting and Maintaining a Safe Learning Environment**

Establishes procedures for learning environment.

**6GX13- 5D-1.081      Code Student of Conduct**

Establishes procedures for student conduct.

## **RELATED CODES AND PLANS**

In addition to the Board Rules applicable to safety which are listed in the preceding section, numerous directives and guides are currently utilized as important components of the Safety Program. The major categories of these directives and guides are briefly described below. For a complete listing, refer to Appendix B.

### **STATE RULES AND GUIDESLINES**

These rules and guides are published by the Florida State Fire Marshal Rule 69A-58, State Requirements for Educational Facilities and applicable State Statutes.

### **EMERGENCY OPERATIONS PLAN**

These procedures have been developed by staff members from School Operations, Division of Safety and Emergency Management, School Police and other relevant departments.

### **ADMINISTRATIVE PROCEDURES**

These procedures have been developed by the Office of Risk & Benefits Management, Miami-Dade County Public Schools, to provide standard administrative direction for routine reporting of accidents, for claim filing, for inspections and similar requirements.

## **SAFETY COMMITTEES**

A Safety Committee is required at each site. The site administrator and principal at school sites must establish a Site Safety Committee and appoint a Site Safety Chairman to chair the committee. The Site Safety Chairman shall be an administrator at the site. Safety Committee functions and the composition of the various committees are described in the following pages of this section.

### **FUNCTIONS OF SITE SAFETY COMMITTEES\***

The following minimum functions are required of the Site Safety Committees:

1. Meet a minimum of once each 9 week period month and maintain written minutes of each meeting in the administrative files at the site.
2. Evaluate all accidents that occurred during the previous month and determine that responsible preventive measures are taken to prevent recurrence.
3. Assist in conducting required emergency evacuation drills, lockdown drills and actual emergency evacuations.
4. Make at least one safety inspection each six months of plant facilities and grounds; keep inspection records. (see page 20 for copy of Semi-Annual Inspection Checklist)
5. Take or recommend action to have unsafe conditions and unsafe acts either removed or corrected.
6. Provide safety orientation to all new employees (in conjunction with administrative staff).
7. Assist the Site administrator in making formal safety presentations to all employees at least twice annually.
8. Provide materials for and maintain a safety bulletin board on site.
9. Maintain a formal administrative safety file at the site for review by visiting staff members and safety inspectors.
10. At school sites only, review the curriculum at least once annually to recommend improvements on safety instruction.

**\*Exception to the above: Where sites are small and staffs are limited such as Region Offices, the Site administrator shall coordinate the extent of Site Safety Committee Functions with the Division of Safety and Emergency Management.**

# RECOMMENDED COMPOSITION OF SITE SAFETY COMMITTEES

## Schools Sites (Elementary)

Site Safety Chairman  
Teacher Representative  
Physical Education Representative  
Food Service Representative  
Custodial Representative  
Community School Representative, when applicable

## School Sites (Secondary and K-8)

Site Safety Chairman  
Teacher Representative  
Physical Education or Athletic Representative  
Food Service Representative  
Custodial Representative  
Science Department Representative  
Vocational/Industrial Education Representative  
Community School Representative, when applicable  
Adult Center Representative, when applicable

## School Sites (Vocational Technical Centers & Skill Centers)

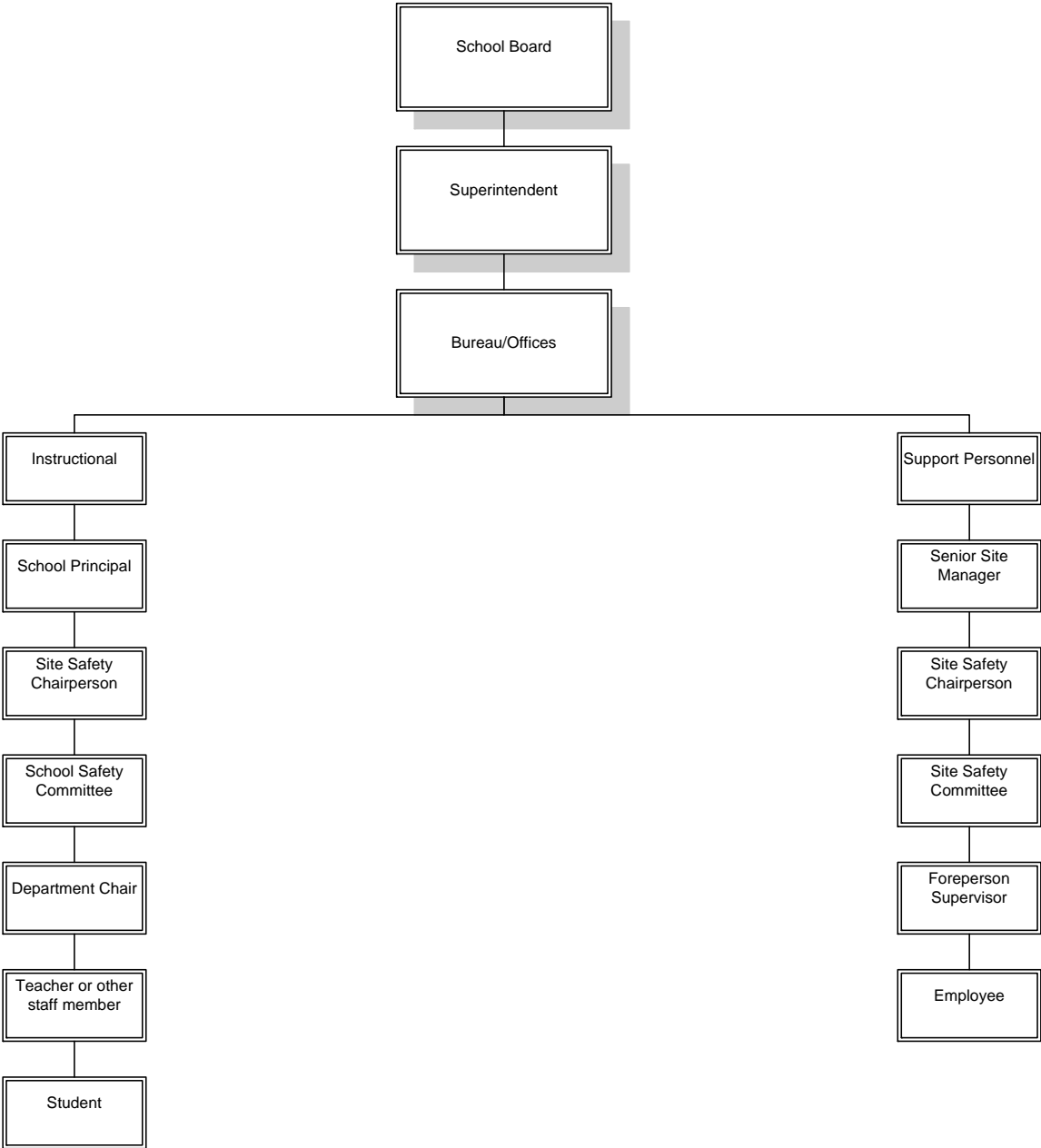
Site Safety Chairman  
Custodial Representative  
One person representing each department  
Teacher Representative  
(Minimum of 4 - Maximum of 8 members)

## Administrative and Support Service Sites

Site Safety Chairman  
Minimum of three and maximum of eight Safety Committee members, including  
the Site Safety Chairman, at the discretion of the Site administrator. \*

\* For sites with large employee groups, i.e., Division of Support Operations and Office of Facilities Operations the maximum representation is recommended.

# SAFETY COMMITTEE ORGANIZATION



## **STUDENT SAFETY**

This component of the Safety Program has a number of sub-components which are briefly explained in the following pages and are consolidated in the listing at Figure 1. This listing is intended as a guide for principals and instructional personnel for their use in implementing the student safety instructional programs.

In addition, there are numerous courses which have safety elements incorporated within the instructional activities. Examples are:

- \* Physical Education
- \* Athletics
- \* Science
- \* Home Economics
- \* Health Occupations
- \* Vocational/Industrial Education

Also, health and safety textbooks in the K-6 grades contain specific safety objectives for use by teachers.

### **WALKSAFE PROGRAM**

This is a program developed by the Miller School of Medicine, University of Miami to provide a multidimensional approach to addressing pedestrian injuries. This prevention based education program has been introduced to selected elementary schools throughout the District. Key partners in the program include Miami-Dade County School Board, principals, teachers, Miami-Dade County School Police, Miami-Dade County Public Works Department, Florida Department of Transportation and other police departments located in Miami-Dade County. Each year in October the WalkSafe program is kicked off with the Walk to School Day.

### **FIRE PREVENTION SAFETY PROGRAM**

The several municipal fire departments and the county fire department provide free fire prevention safety instruction at our schools on request.

### **STUDENT BUS SAFETY PROGRAM**

Students participate in emergency bus debarkation drills four times during the normal school year. At least one drill is conducted for summer school students. Bus drivers conduct the drills. Program responsibility lies with the school system's Department of Transportation. Principals should provide student bus riders with a safety orientation during the first few weeks of school.

## **EMPLOYEE SAFETY**

### **SAFETY TRAINING**

One of the most effective means of reducing employee accidents is through an aggressive employee training program. Managers and supervisors at all levels shall strive to develop in each employee a proper attitude and awareness toward preventing avoidable accidents. The employee safety training programs outlined below are designed to assist in this important endeavor.

#### **SPECIALIZED SAFETY TRAINING**

The Division of Safety and Emergency Management and the Office of Risk and Benefits Management shall establish specialized safety training courses in coordination with the administration of the following:

- OFFICE OF FACILITIES
- DEPARTMENT OF STORES AND MAIL DISTRIBUTION
- SCHOOL OPERATIONS
- DIVISION OF FOOD & NUTRITION

#### **GENERAL SAFETY TRAINING**

The Site administrator (senior administrator) shall provide in-service safety training to all supervisors and employees. The Site Safety Committee shall assist in this training. In-service safety training will be included as a part of periodic staff/faculty meetings and other regular meetings with employees. A minimum of two safety training sessions will be required for supervisors and employees annually. In-service training shall include the following:

- SAFETY ORIENTATION OF NEW EMPLOYEES
- DEVELOPMENT OF PROPER ATTITUDE TOWARD SAFETY
- ACCIDENT AND INJURY PREVENTION
- USING SAFE PROCEDURES
- PROPER USE OF SAFETY DEVICES
- SAFETY INSPECTION REQUIREMENTS



## **SITE SAFETY CONSULTATION**

The purpose of this program is to discover conditions or acts that provide potential for injury and property damage. Examples of areas and conditions on Board sites that may be analyzed under this program are shown in Figure 2.

### **REQUESTS FOR SITE SAFETY CONSULTATION**

Site administrators may request a site safety consultation at any time they believe that a particular condition or procedure can be cause for accidental injury or property damage. The Division of Safety and Emergency Management responds to such requests and initiates the necessary coordination or other action required to have the condition or unsafe act analyzed for corrective action. All requests for a site safety consultation must be accompanied or followed-up by a formal written request.

## SITE SAFETY ANALYSIS

Examples of potential areas that may require analysis

AREAS ON-SITE REQUIRING ANALYSIS	POTENTIAL HAZARDS ANALYZED	SCHOOL SITES	NON SCHOOL SITES
Science laboratory and storage areas	Storage of chemicals/removal of old obsolete chemicals	x	
Cafeteria/kitchens	Sanitation/Integrated Pest Management	x	
Playground and athletic fields	Playground equipment and grounds improvement	x	
Streets and Sidewalks	Missing signage and marking/inconsistent signage/walking routes	x	x
Vocational Labs	Machine guarding, dust control, personal protective equipment	x	
Automotive and small engine repair shops	Personal protective equipment, chemicals, ventilation	x	x
Paint spray operations	Ventilation, personal protective equipment	x	x
Swimming Programs	Training, facilities	x	
Transportation Facilities	Personal protective equipment, chemicals, ventilation		x

**Figure 2**

Requests for site safety analysis should be forwarded to the Division of Safety and Emergency Management at 305-995-4900.

## **SAFETY INSPECTIONS**

There are a number of safety assistance inspections that have been established within M-DCPS. These inspections assist in reducing the conditions that are potentially harmful to the safety and health of students, employees and visitors. The inspections are listed in the Summary of Safety Inspections in Figure 3. A brief explanation of each type of inspection that is conducted follows.

### **ANNUAL COMPREHENSIVE SAFETY INSPECTION**

This inspection is conducted annually by inspectors from the Division of Safety and Emergency Management utilizing inspection requirements of the FLORIDA DEPARTMENT OF EDUCATION Office of Educational Facilities, - State Requirements for Educational Facilities (SREF) and the fire code prescribed by the Florida State Fire Marshal, 69A-58. The inspection is a room by room survey identifying firesafety, sanitation and casualty deficiencies. This inspection is more commonly referred to as the annual safety-to-life inspection. Inspection results are provided electronically to the principal/site administrator, and to Maintenance Operations and Capital Construction for corrective action. Copies of the inspection report are also provided to the State Fire Marshal.

As required by Florida Statute each school will also receive a firesafety inspection performed by the local municipality. The inspection report should be immediately faxed to the Division of Safety and Emergency Management at 305-995-4924.

### **PRINCIPAL RESPONSIBILITY TO VERIFY CORRECTION OF OPERATIONAL DEFICIENCIES**

Periodically throughout the year principals will receive an e-mail from the Division of Safety and Emergency Management identifying pending operational deficiencies ([sample e-mail](#)). The e-mail will provide a [screen](#) where principals can input the required correction information. Principals must sign and return the form verifying the correction of deficiencies to finalize the process.

**Dibenedetto, John**

**From:** jdibenedetto@dadeschools.net  
**Sent:** Wednesday, October 11, 2006 10:16 AM  
**To:** PRINCIPAL - BENT TREE ELEM  
**Cc:** Dibenedetto, John  
**Subject:** Safety to Life Operational Issues

During a recent inspection of your school/facility, District Safety Inspectors observed operational safety deficiencies that require immediate attention. These deficiencies are now cited in the District Safety-to-Life database. As the principal/site administrator, you are responsible for correcting operational deficiencies within 10 workdays of receiving this e-mail.

Please visit the web page listed below to view the violations and document the correction of deficiencies at your site:

It is essential that you follow the instructions provided on the web page to properly update each deficiency.

Please use the following credentials to access the web page:

User Id: pr0271@dadeschools.net  
Password: 897fb

<http://ccts.dadeschools.net/safetyoperations/login.aspx>

**Sample e-mail to a principal**



**Operations Safety-to-life Deficiencies at Golden Glades Elem.**

	Def Number	Description	Building	Room	
	FI216105002	Failure to maintain electrical rooms free of storage. Correction: Remove all storage from electrical room # 015.		015	
	SI216107005	provide a correct emergency diagram for each classroom.	0	0000	
	FI216101005	Failure to keep all mechanical rooms free of any storage. Correction: Remove all storage from mechanical rooms.	0	STORAGE RM	
	SI216103040	Remove storage from stage.	1	STAGE	
	SI216107054	remove 3 in 1 cube adapter.	3	009	
	SI216107019	provide flame resistant label for decorative curtains or remove room 013,016.	4	013	
	SI216106001	Provide flame resistant label for decoration curtains or remove.	5	005	
	SI216106002	Remove decorations from wall in excess of 20%.	5	005	
	SI216106005	Remove daisy chained extension cord-2 power strips connected together.	6	007	
	SI216107007	remove decorations from walls in excess of 20 %.	6	007	

Page < [ > ]

[Instructions](#)

[Print Form](#)

[Logoff](#)



[Click Here to see a list Common Violations](#)

**Sample correction screen**

**KITCHEN AND CAFETERIA INSPECTIONS**

This inspection is conducted by inspectors from the Miami-Dade County Health Department at four times per year. State Department of Health codes are utilized during this inspection. Inspection results are provided to the principal and Food Service Manager. Inspection results should be immediately faxed to the Division of Safety and Emergency Management at 305-995-4924. Inspection results are provided to the Maintenance Operations to initiate immediate corrective action.

State Statutes require that health inspections are posted in the main office cafeteria, and school website.

## **BOILER AND MACHINERY INSPECTIONS**

Boiler inspections are conducted by the engineer representing our current insurance carrier for boiler and machinery protection. These are preventive maintenance inspections made annually to reduce the potential for boilers and machinery explosions and breakdowns. Costs of these inspections are absorbed in the policy premium. Special inspections of this type are also made on an "as requested" basis. Recommendations for corrections resulting from these inspections are coordinated between Maintenance Operations and the Division of Safety and Emergency Management.

## **FIRE ALARMS, FIRE SPRINKLER, AND HOOD SUPPRESSION INSPECTIONS**

These inspections are performed by Board contracted vendors and are supplemented with district staff. For additional information regarding the inspection process please call the Division of Safety and Emergency Management at 305-995-4900.

## **MISCELLANEOUS INSURANCE COMPANY INSPECTIONS**

Various insurance contracts allow for special inspections to be conducted by engineers employed by the insurance companies serving M-DCPS. These include inspection of fire sprinkler systems, waterflow checks of fire hydrants and other inspection assistance at selected facilities. Reports of these inspections are forwarded to the Office of Risk & Benefits Management for coordination of the recommended corrective actions.

## **SEMI-ANNUAL SAFETY SELF-INSPECTIONS**

Site administrators shall conduct on-site semi-annual safety inspections. These inspections are to be performed by the members of the Site Safety Committee and other persons designated by the Site administrator. The purpose of these inspections are to supplement the annual safety inspection conducted by the Division of Safety and Emergency Management and inspections performed by other outside agencies. Such an inspection program will also assist in promoting safety at the site level and provide Site administrators with the opportunities to find potential physical hazards and unsafe conditions that can be remedied on a more frequent basis. Reports of these semi-annual inspections shall be kept in the administrative files at the site and will be subject to review by the Division of Safety and Emergency Management and other interested staff members. These

reports shall include the remedial and follow-up actions taken to eliminate deficiencies found during the inspections.

- Retain the checklist in the administrative safety file of the facility inspected
- Provide a copy to the inspecting Safety Inspector or other administrator when requested

## **TRAFFIC CONTROL INSPECTION AND SURVEYS**

### **Annual Review of Traffic Control and Safety Device Needs:**

This review is required by Florida Statute 1013.36(4). The statute provides that the School Board conduct an annual review of the traffic control and safety devices needs for the school site. The District meets this requirement by performing annual Safety-to-Life inspections and by forwarding information received by administrators regarding crossing guards, signage, markings and other traffic related improvements to the responsible agencies.

## Bi-ANNUAL SAFETY SELF-INSPECTION CHECKLIST INSTRUCTIONS

Establish a safety file folder for these self-inspection checklists. They will be reviewed during each formal annual Comprehensive Safety-To-Life Inspection. Each principal, site administrator, or support facility administrator shall sign the checklist to indicate that it has been reviewed and that corrective action has either been initiated or completed.

1. Each item is numbered for reference purposes.
2. Each item is designated to be answered by either "YES" or "NO" or not applicable "N/A".
3. Each negative answer will require corrective action.
4. In the space provided beneath each item or on a separate sheet describe the location and the action taken to correct the discrepancy.

	Yes	No	N/A
1. Fire alarm is operating and can be heard in all occupied spaces.			
2. Fire alarm panel is not obstructed by any storage or furniture.			
3. Fire alarm pull stations are not obstructed and accessible at all times.			
4. Evacuation diagrams are posted at room primary exit door(s)			
5. Exit doors are not illegally locked and are free of padlocks, chains, hasps, deadbolts, or other devices, which prevents free use for egress.			
6. Adequate aisle space is provided for egress to all primary and secondary exits in classrooms.			
7. Exit door(s) are not obstructed and a clear width of egress that is free of any pipes, lockers, planters, water fountains, fire hose cabinets, etc. is evident.			
8. There are no door stops on interior doors.			
9. Teachers and students are aware of evacuation procedures.			
10. Electrical rooms are free of any storage.			
11. Mechanical and air handling rooms are free of any storage.			
12. Not more than 20% of any wall shall be covered with art and/or teaching materials.			
13. Extension cords are not used as permanent wiring.			
14. Overhead light fixtures are in good condition.			
15. Electrical switches and receptacles all have cover plates.			
16. Extension cords all have three wires with ground prongs.			
17. Extension cords are put away when not in use.			
18. Prongs on electrical cords are not bent, broken or missing.			

## Bi-ANNUAL SAFETY SELF-INSPECTION

	Yes	No	N/A
19. Electrical cords are not cut, frayed or broken			
20. Obsolete and excess materials and supplies are placed in appropriate storage areas or disposed of properly			
21. Closets, cabinets, shelves and other storage areas are neat and clean.			
22. All areas of all rooms as well as the room contents are neat and clean.			
23. Furnishings are not broken or damaged.			
24. Electrical panel boxes are locked.			
25. Window and/or door glass and mirrors are not broken.			
26. Fans have required ½ inch protective guard.			
27. There is no evidence of rodents, roaches, wasps, ants or termites.			
28. Fire extinguishers are charged, their seals are intact and access to them is not blocked.			
29. Paper cutters have the proper guard.			
30. All "EXIT" signs are illuminated			
31. Panic hardware in good working order, free from chains, padlocks or any other locking device.			
32. Toilets and sinks are clean, and odor free; plumbing is in working order.			
33. Soap, towels, and toilet tissue are provided.			
34. Flammable/combustible liquids, such as paint and glue are stored properly.			
35. All areas are free from slip, trip or fall conditions.			
36. Machinery is properly guarded; protective clothing and equipment are available and used as required.			
37. Outside areas are free of litter, debris and broken glass.			
38. Playground areas and equipment are in safe condition.			

\_\_\_\_\_  
Person(s) Conducting Inspection

\_\_\_\_\_  
Signature of Site Administrator

\_\_\_\_\_  
Date

**NOTE: A minimum of two self inspections are required to be performed at each site per year  
A copy of the inspection results shall be provided to the Site Safety Committee for review,  
comment and follow-up**



## SUMMARY OF SAFETY INSPECTIONS

TYPE INSPECTION	INSPECTION FREQUENCY	AGENCY RESPONSIBILITY
Annually Comprehensive Safety-to-Life Inspection	Annually	M-DCPS Division of Safety and Emergency Management
Kitchen and Cafeteria	Quarterly	Miami-Dade County Health Department
Firesafety Inspection	Annually	Local Fire department
Boiler	Annually	Risk and Benefits Management
Asbestos Periodic Surveillance	Every six months	Department of Asbestos Management
Asbestos Building Re-inspection	Every three years	Department of Asbestos Management
Fire Extinguishers	Annually	Central Inspections
Traffic Survey	As requested	M-DCPS Division of Safety and Emergency Management
Semi-Annual Safety Self-Inspection Checklist	Semi-Annual	Site Administrator
Fire Alarms	As per NFPA	Central Inspections
Hood Suppression Systems	As per NFPA	Central Inspections
Elevators	Annually	Facilities Operations

## **SAFETY DEVICES**

Identification of the need and providing for adequate safety devices is an important component of the Safety Program. Wearing and properly using safety devices can avert accidents and reduce injuries. Requirements for providing safety devices are contained in Florida Statutes, State Requirements for Educational Facilities, and Rules of The School Board of Miami-Dade County.

- \* Safety Devices include: Machine guards  
Protective clothing and equipment

### **MACHINE GUARDS**

In order to prevent injuries associated with machinery accidents, machine guarding shall be checked daily by the teacher in school shops and by shop forepersons in ancillary facilities to insure the guards are in place and functioning as designed. Machinery without required guards or otherwise determined to be unsafe, shall not be placed into service but shall be red-tagged and rendered inoperative until such time as the condition is corrected. Machine guards are required by several of the references listed at the end of this section.

### **PROTECTIVE CLOTHING AND EQUIPMENT**

Each employee job duty shall be evaluated by persons designated by the Site administrator to determine the proper protective clothing or protective equipment required to safely accomplish the task. Appropriate protective clothing and equipment shall be provided at the site for each task.

For the most part, OSHA standards do not identify specific operations for which protective equipment is required. A much broader mandate is provided by CFR 1910.132 - 136, which states that personal protective equipment must be worn whenever its use could prevent injury. This means that it is incumbent on M-DCPS Site Administrators to evaluate their operations and determine what, if any, protective equipment is required. In addition, the standard requires the district to assure that required personal protective equipment is properly maintained.

The occupational health and safety market includes thousands of products offered by hundreds of manufacturers. As buyers of such equipment the district needs to be certain that they are purchasing the right product for the employees, and that the equipment meets the requirements necessary to provide proper protection.

## **REFERENCES APPLICABLE TO THE USE OF SAFETY DEVICES**

1. Florida Statute 440.56, "Workers' Compensation Law". requires an employer to render the place of employment safe. The employer is directed to do everything reasonably necessary to protect life, health and safety of employees. Penalties can be assessed against injured employees who fail to follow established rules and/or instructions.
2. M-DCPS Board Rule 6GX13-4A-1.03, "Employment Protection in Work Assignments: Safety and Health", established Board requirements for the use of personal protective equipment and the possible consequences when the Board Rule is not followed.

# **ACCIDENT REPORTING, INVESTIGATION AND SAFETY CONSULTATIONS**

Accident reporting and investigation is necessary:

1. TO DETERMINE FACTORS WHICH CAUSE ACCIDENTS.
2. TO INITIATE PREVENTIVE MEASURES TO ELIMINATE OR REDUCE ACCIDENT CAUSES.
3. TO ASSIST IN THE PROCESSING OF CLAIMS.
4. TO PROVIDE STATISTICAL DATA FOR ACCIDENT ANALYSES.

## **ACCIDENT REPORTING**

There are several accident categories. They are:

1. STUDENT ACCIDENTS
2. EMPLOYEE ACCIDENTS
3. VISITOR ACCIDENTS
4. ACCIDENTS INVOLVING BOARD PROPERTY
5. VEHICLE ACCIDENTS

## **ACCIDENT INVESTIGATION**

All injuries, except students' minor accidents, require investigation.

## **ACCIDENT ANALYSIS**

Accident reports shall be analyzed for the purpose of determining the corrective actions which are needed to reduce accident frequency and costs. Accident reports will be reviewed at various levels in the analysis process as follows:

## **STUDENT INJURY ANALYSES**

There are three possible reviews for each student injury report:

1. By the Site administrator
2. By the Site Safety Committee
3. By the Division of Safety and Emergency Management

## **EMPLOYEE INJURY ANALYSES**

There are three reviews that shall be conducted for each employee injury report.

1. By the Site administrator
2. By the Site Safety Committee
3. Workers' Compensation Department, Office of Risk and Benefits Management

## **VEHICLE ACCIDENT ANALYSES**

The Vehicle Accident Review Committee conducts monthly reviews of all vehicle accidents involving M-DCPS owned/leased/rented vehicles. The review committee analyses vehicle accidents, determines the preventability or non-preventability of the accident on the part of the Board employee, and recommends corrective action to eliminate or reduce the causes of accidents. The composition of the review committee is as follows:

Chairperson: Manager, Risk Management

Members: Director, Department of Transportation (rotates between eight centers)  
Coordinator, Office of Facilities Operations, Vehicle Maintenance  
Police Officer, Miami-Dade County Public Schools Police  
Driver Trainer, Division of Support Operations  
Bus Drivers, Division of Support Operations (3)  
Driver, Department of Stores and Mail Distribution  
Representative, AFSCME Union  
Representative, Attorneys that represent the District  
Representative, Insurance Carrier

## **OTHER PROPERTY LOSS ANALYSES**

The Office of Risk and Benefits Management is responsible for obtaining the necessary resources for conducting analyses of other property losses:

These include:

- Boiler and machinery accident analyses
- Building analyses for storm, flood and other potential damages

The purpose of these analyses is to accumulate data which can assist the Board in determining other loss trends that can be examined for loss prevention recommendations.

## **SUPPLEMENTAL GUIDELINES TO THE M-DCPS SAFETY PROGRAM**

- A. ACCIDENT PREVENTION PROGRAM MAJOR COMPONENTS
- B. AQUATIC RECREATIONAL FIELD TRIPS
- C. BLOODBORNE PATHOGENS PROCEDURES
- D. CARNIVAL RIDES SAFETY AND SECURITY
- E. ELECTRICAL LOCK/OUT TAG/OUT PROCEDURES
- F. HELICOPTER OPERATIONS (NON-EMERGENCY)
- G. HIGH RISK AREAS SAFETY AND SECURITY
- H. LP GAS CANISTER STORAGE FOR FAST FOOD CARTS
- I. MODEL ROCKET FIRING SAFETY AND SECURITY
- J. SCHOOL CROSSING GUARD PROGRAM (MIAMI-DADE)
- K. TRAFFIC CONTROL, SURVEYS & INSPECTIONS

## MAJOR COMPONENTS OF AN ACCIDENT PREVENTION PROGRAM

AREA OF CONCERN	WHERE IT CAN BE FOUND	TYPICAL STANDARDS	POTENTIAL HAZARDS
Fire Prevention	All Buildings	SREF, 69A-58, NFPA 101	Fires, Burns, Smoke, Inhalation, Death
Flammables & Combustibles	Storage Areas, Science Labs	SREF, 69A-58, NFPA 101	Fires, Explosions
Means of Egress	All areas of building	SREF, 69A-58, NFPA 101	Occupants of building trapped during emergency
Machine Guarding	Physical Plants, Labs	OSHA, SREF	Cuts, Abrasions, Lacerations, Contusions
Storage and Material Handling	Storage areas and receiving areas	OSHA, SREF	Spills, falls, forklift accidents, struck by injuries
Welding, Cutting and Brazing	Physical Plant Workshops, Labs	OSHA, SREF	Fires, burns, heat, eye injury
Airborne Contaminants	Workshops, Physical Plants, Industrial, Labs Classes	OSHA, SREF	Inhalation hazards, respiratory, eye and skin irritation
Electrical	Buildings and surrounding areas	National Electric Code, SREF	Fire, shock hazard, electrocution
Chemical Hazards	Science Labs, Storage Areas	OSHA, SREF	Toxic exposure, carcinogens, skin, eye and respiratory irritation

## MAJOR COMPONENTS OF AN ACCIDENT PREVENTION PROGRAM

AREA OF CONCERN	WHERE IT CAN BE FOUND	TYPICAL STANDARDS	POTENTIAL HAZARDS
Motor Vehicles	Transportation, Maintenance Operations, Garages	OSHA, SREF	Cuts, Abrasions, Lacerations, Contusions, Chemical exposures
Maintenance	All buildings	OSHA, SREF	Slips, trip, falls, chemical exposures
Biological	Restrooms, clinics, labs	OSHA, SREF	Infections, skin, eye, respiratory irritations, disease transmission
Sanitation	Kitchen, cafeteria, restrooms, labs	OSHA, SREF	Infections, skin, eye, respiratory irritations, disease transmission
Parking lot	All Sites	OSHA, SREF, Local traffic rules and regulations	Slips, trip, falls, auto accidents

### Ergonomic and Physical Hazards

AREA OF CONCERN	WHERE IT CAN BE FOUND	TYPICAL STANDARDS	POTENTIAL HAZARDS
Noise	Machine shops, labs, physical plant	OSHA, SREF	Hearing loss
Illumination	All buildings	SREF	Irritation to eyes
Thermal	Welding, closed-environment outdoor physical work	SREF, ACGIH threshold limit values	Heat stress, dehydration
Manual Lifting	Storage, delivery areas, physical plant	OSHA, SREF	Back injuries, over use injuries



## RECREATIONAL AQUATIC FIELD TRIPS

Outline of procedures to be followed when conducting recreational aquatic field trips. **Please consult the District Water Safety Manual for comprehensive information. The manual can be viewed in the employee portal in the e-handbooks.**

NOTE: All aquatic facilities; pools, lakes, beaches and other areas in which M-M-DCPS students, staff and chaperones will enter the water **MUST BE INSPECTED** by the Office of Risk and Benefits Management, **PRIOR TO THE FIELD TRIP**. Please call Mr. Michael Fox at 305-995-7150 two weeks prior to the field trip to schedule an inspection.

1. For grades K-6, the student/adult chaperone ratio is 2/12, one of which will be an "in the water chaperone.
2. For grades 7-12, the student/adult chaperone ratio is 2/20, one of which will be an "in the water chaperone.
3. The "in the water" chaperone **MUST** be a qualified swimmer and be Emergency Water Safety (EWS) certified.
4. The "on deck" life guard can be counted as a chaperone only if there are no other activities at the pool, and he/she is physically on the pool deck and actively engaged in watching children.
5. Each chaperone should be assigned a specific group of children and occasionally during the outing chaperones should identify their assigned group.
6. The "buddy system" **MUST** be used.

Please find attached a component that should be shared with all children and chaperones prior to the field trip. A copy of the results and an attendance record shall be forwarded to Division of Safety and Emergency Management Work Location, 9114.

No one should be allowed to participate in an aquatic field trip without having completed this component.

## **LESSON PLAN: SAFETY IN AND AROUND WATER**

### **Long Range Goals:**

The student will become aware of the dangers associated with water activities.

### **Specific Objectives:**

1. The student will be able to enumerate safe practices applicable to all non-boating water recreation situations.
2. The student will be able to identify specific safe practices applicable to activity around and in swimming pools - both residential and commercial.
3. The student will be able to identify specific safe practices applicable to natural environment swimming areas.
4. The student will be able to demonstrate safe methods of assisting persons who are in water distress situations.

### **Emphasis Areas:**

Throughout the entire lesson, emphasize the need to learn to swim as soon as possible. It should also be emphasized that it is better to learn to swim under the supervision of a competent swimming instructor.

### **Resource Material:**

The major source of information is available from:

American Red Cross, Chapter Headquarters  
335 S.W. 27 Avenue  
Miami, Florida 33135  
Telephone Number: 644-1200  
ATTENTION: MR. JOHN REEF  
Telephone Number: 644-1200 ext. 245

## **Introduction**

1. Drowning is the second ranking cause of death among children between the ages of five and fourteen.
  - A. More than 3,000 Americans drown annually.
  - B. An estimated 5,000 children ages 14 and under are hospitalized due to unintentional drowning-related incidents each year; 15 percent die in the hospital and as many as 20 percent suffer severe, permanent neurological disability.
2. Because of the accessibility for most children in Miami-Dade County to places such as beaches, canals, rivers, rock pits, public and private pools, the need for special emphasis on water safety can be readily understood.
  - A. Become familiar with the water environment in the area surrounding the school. Try to incorporate this into the lesson.
  - B. Emphasize that almost 3/4 of the drownings that take place are non-planned entries: falling into canals, out of boats, off docks and similar incidents.

## **Preparing Student for Safe Water Play**

1. Lead a discussion with students to develop a list of Safe Water Practices.
  1. These may be placed under three areas:
    - i. General water safety
    - ii. Around pools
    - iii. Around swimming beaches
  - B. Under general safety practices, develop the following themes:
    - i. Swim only in supervised areas
    - ii. Be particularly careful around the many waterways (canals, rock pits, ponds); non-planned entries cause many drowning deaths.
    - iii. Never swim alone - swim with a buddy.
    - iv. Don't depend on inflated toys or tubes. These are not life preservers.
    - v. Stay out of the water during storms.
    - vi. Never jokingly call for help.
    - vii. Never make or take a dare when wading or swimming.
    - viii. Obey all pool and beach rules.

C. Under safety around pool areas emphasize the following rules:

- i. Watch your step - do not run.
- ii. Be considerate of diving boards.
- iii. Don't swim under diving boards.
- iv. Know the depth of the water .

D. Under safety on the beach, emphasize:

- i. Do not dive into strange areas (feet first - first time).
- ii. Know and observe your swimming limitations - don't swim when you are tired. Stay on the beach and rest.
- iii. Be careful of tides and undertows.

## 2. Helping Others

Emphasize that it is possible to help someone who is in trouble in the water by "extending your reach," but that the student should never swim out to a drowning person unless he/she has had special training in lifesaving. Throw the person something that will float.

Discuss ways of "extending your reach":

1. Using a board
2. Using clothing
3. Using life preservers
4. Expand the list

## SAFE WATER PLAY - EVALUATION

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

FACILITY TO BE USED: \_\_\_\_\_

The following questions may be used to evaluate the students understanding of safety around the water.

**Directions:** Circle the words that best complete each sentence.

1. It is (safe - not safe) to swim or wade in canals.
2. If you play on a boat dock, you (might - would never) fall in.
3. It is (funny - not funny) to shout for help if you don't need it.
4. You should (always - sometimes) do what the lifeguard says.

**Directions:** Fill in the sentence with the correct word or phrase that is missing.

5. Finish this sentence "\_\_\_\_\_ first, first time"; remember, it is talking about going into unknown water.
6. List three ways to "extend your reach" for someone in trouble in the water.

**Directions:** Write the word "True" or "False" in front of each statement

7. It is O.K. to go into water over your head with an innertube even if you cannot swim.
8. You should never take a dare when swimming .
9. If you can swim, you will always be safe in the water.

## **SAFE WATER PLAY – EVALUATION answer key**

1. Not Safe
2. Might
3. Not Funny
4. Always
5. Feet
6.
  - a) Use a board
  - b) Use a Towel
  - c) Use a Fishing Pole
  - d) Any other that is reasonable
7. False
8. True
9. False

# BLOODBORNE PATHOGENS PROCEDURES

Miami-Dade County Public Schools has been providing infectious and contagious disease control information to custodial, maintenance and cafeteria employees for over 15 years.

Both the Division of Safety and Emergency Management and the Aids Information and Education Program provide information on the safe handling and disposal of human body fluids. Additionally, the Department of Plant Operations provides policies and procedures for the safe handling and disposal of body fluids to all new custodians during their orientation. Current custodial employees receive the information through in-service classes and career ladder classes.

The intent of this guideline is to offer employees assistance in preventing occupational exposure to the hepatitis B virus (HBV). It has been fully developed and approved for use by employees of the District for future education and training of employees who may come in contact with infectious and contagious causing diseases in the course of their assigned duties.

**EXPOSURE INCIDENT** - means a specific eye, mouth, or mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of any employee's duties.

**OCCUPATIONAL EXPOSURE** - means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that results from the performance of any employee's duties.

Regulations governing exposure to bloodborne pathogens have been issued by the Occupational Safety and Health Administration (OSHA), specifically in the Code of Federal Regulations, 29 CFR 1910.1030. It is the employer's responsibility to develop an exposure control plan, provide training to those employees potentially exposed to bloodborne pathogens, implement engineering and workpractice controls, enforce use of personal protective equipment, offer a hepatitis B vaccine and exposure evaluation and follow-up, and implement use of signs and labels to warn of potential hazards.

Appropriate measures have been taken to ensure that the information contained in the Exposure Control Procedures are current, reliable and accurate. Employees at risk are those whose work may involve exposure to blood or other potentially infectious materials. They may include but are not limited to:

- \* Police Officers
- \* Security Officers
- \* Vocational students & Instructors
- \* Selected Maintenance employees
- \* Selected teacher positions
- \* Sports related positions
- \* Selected custodial positions
- \* Selected administrators

Please contact the Office of Risk and Benefits Management for copies of the District Bloodborne Pathogens Exposure Control Procedures at 305-995-7150.



## **PROCEDURES TO ENSURE THE SAFETY AND SECURITY OF SCHOOL CARNIVAL RIDES**

In order to safely enjoy the benefits of a carnival all carnival rides that spin or move are prohibited. There may be exceptions to this prohibition, provided the following:

1. A list describing each carnival ride must be provided to the Division of Safety and Emergency Management and Office of Risk and Benefits Management for review and approval.
2. The Application for Temporary Use of School Building Facilities Form, if the applicant is an outside organization, shall be in strict compliance with Board Rule 6Gx13- 1D1.10.
3. Fax a copy of the proposed event to the Division of Safety and Emergency Management and the Office of Risk and Benefits Management for review.
4. Provide a copy of the insurance carried by the vendor to the Office of Risk and Benefits Management.

If you have any questions, please contact the Division of Safety and Emergency Management, at 305-995-4900 or Office of Risk and Benefits Management, at 305-995-7155.

# ELECTRICAL LOCKOUT TAGOUT PROCEDURES

The intent of this procedure is to offer employees assistance in preventing occupational exposure to hazardous electrical energy.

Appropriate measures have been taken to ensure that the information contained in this procedure is current, reliable and accurate. Workers at risk are those whose work may involve exposure to hazardous energy in the normal course of work.

On September 1, 1989, OSHA issued a final rule on the Control of Hazardous Energy Lockout/Tagout in Volume 29 of the Code of Federal Regulations (29 CFR), Section 1910.147. This standard, which went into effect on January 2, 1990, helps safeguard employees from hazardous energy while they are performing servicing or maintenance on machines and equipment. The standard identifies the practices and procedures necessary to shut down and lockout or tagout machines and equipment, requires that employees receive training in their role in the lockout/tagout program, and mandates that periodic inspections be conducted to maintain or enhance the energy control program.

OSHA has determined that lockout is a more reliable means of de-energizing equipment than tagout and that it should always be the preferred method used by employees. The Agency believes that, except for limited situations, the use of lockout devices will provide a more secure and more effective means of protecting employees from the unexpected release of hazardous energy or startup of machines and equipment.

This rule requires that, in general, before servicing or maintenance is performed on machinery or equipment, the machinery or equipment must be turned off and disconnected from the energy source, and the energy-isolating device must be either locked or tagged out. OSHA estimates that adherence to the requirements of this standard can eliminate nearly 2 percent of all workplace deaths in establishments affected by this rule and can have a significant impact on worker safety and health in the U.S.

Approximately 39 million workers will be protected by this new rule. (The million workers who actually service equipment - i.e., craft workers, machine operators, and laborers - face the greatest risk.) OSHA estimates that compliance with the standard will prevent about 122 fatalities, 28,400 lost workday injuries, and 31,900 non-lost workday injuries each year.

The lockout/tagout rule requires that the employer establish an energy control program that includes:

1. Documented energy control procedures
2. An employee training program
3. Periodic inspections of the procedures

**REMEMBER!** The OSHA standard requires employers to establish a program to ensure that machines and equipment are isolated and inoperative before any employee performs service or maintenance where the unexpected energization, start up, or release of stored energy could occur and cause injury.

## **PROCEDURES FOR ALLOWING NON-EMERGENCY HELICOPTER OPERATIONS TO BE CONDUCTED ON M-DCPS PROPERTY**

The following procedures must be adhered to and followed prior to allowing any helicopter to land on Miami-Dade County Public Schools Property.

1. Requests, from the site administrator, **MUST** be delivered to the Office of Risk and Benefits Management at least three weeks prior to the date of the planned operations. Included in the request shall be:
  - a. A photocopy of the pilot's license with endorsements.
  - b. A photocopy of the aircraft license clearly showing ownership.
  - c. A certificate of insurance - provided to the Office of Risk and Benefits Management on the District's form - indicating the School Board of Miami-Dade County, Florida, its employees and agents are named as an additional insured. Such liability insurance must also cover the contractual indemnification and hold harmless clause included in the Board's certificate form.
2. Requests for approval of helicopter operations will be addressed on a case by case basis.
3. Helicopters must be owned and operated by the same entity.
4. Pilot must be an Airline Transport Pilot with a rating type.
5. Insurance requirements; minimum of \$5,000,000.00 liability.
6. Owner/operator shall be responsible for providing security necessary for the protection of students, staff, visitors and property.
  - a. A circle, with a radius of 100 feet shall be the minimum area for safe operations of a helicopter from a M-DCPS facility.
  - b. No objects or personnel will be dropped from a helicopter while it is operating in the airspace within the boundaries of a school.
7. When feasible, within five (5) working days of the scheduled operation, he pilot and a school administrator will jointly visit the proposed landing site to determine the actual landing area and arrange for security/safety and other matters necessary for the safe operations.

# **PROCEDURES TO ENSURE THE SAFETY AND SECURITY OF HIGH RISK AREAS IN SCHOOL FACILITIES**

The following procedures must be adhered to and followed regarding access of students and staff to areas of high risk exposure.

AREAS THAT ARE DEFINED AS "HIGH RISK" ARE: Rooftop Areas, Boiler Rooms, Mechanical Rooms, Chiller Rooms, Generator Rooms, Electrical Rooms and Vaults, Air Handling Rooms, Flammable Storage Buildings and Rooms, Custodial Closets and Chemical Storage Rooms. Other areas may be added if conditions warrant inclusion as a High Risk Area.

The following regulations shall be observed:

1. All access doors, passage ways, and entrances to areas of high risk must be locked at all times, seven days a week.
2. Keys and access to the above-mentioned areas shall be restricted to the principal, assistant principal(s), custodial and maintenance personnel only. STUDENTS AND STAFF IN GENERAL SHALL NOT BE PERMITTED TO HAVE ACCESS TO THESE DEFINED HIGH-RISK AREAS. EXCEPTION: Appropriate instructional personnel should have access to Chemical Storage Rooms.
3. Key assignment for access to areas of high risk should be by letter of authorization from the responsible site administrator. Temporary key assignments should be maintained in a written log.
4. Once entry has been attained, the door must be re-locked to prevent entry by unauthorized individuals.
5. All doors, passage ways and entrances to High Risk Areas shall have a warning sign easily visible and permanently mounted. The signs must be in both Spanish and English. Signs will be provided to Zone Mechanics by the Division of Safety and Emergency Management.
6. All High Risk Areas with the exception of flammable and chemical storage rooms shall contain no storage, except that which the room was intended to store.

## **PROCEDURES TO FOLLOW DURING MODEL ROCKET DEMONSTRATIONS AND LAUNCHES**

Aerospace education is necessary for students who will be living in the 21st. Century. Today, aerospace activities can provide a vehicle that can be used to capitalize on the students interest. Model rocketry can be utilized as a positive involvement learning experience.

The purpose of these procedures and requirements are to prohibit the making and launching of dangerous homemade "rocket bombs" and to eliminate the tragic injuries and deaths that have occurred because of experiments with explosive "rocket fuels," homemade rocket motors, and unsafe launching mechanisms.

The NFPA Code contains instructional guidelines and specific standards for the design, construction, limitation of charge and power, and reliability of all rocket motors manufactured for sale to the general public; for the design and construction of rockets propelled by these motors; and for the conduct of tests, launchings, and other operations involving such rockets so that hazards are minimized.

The NFPA Committee on Pyrotechnics feels that the code contains appropriate measures to safeguard this popular and growing activity. These safe model rocket activities should not be confused with the hazardous, uncontrolled operations of so called basement bombers and amateur rocketeers who attempt to make their own propellants, rocket motors, and large metallic rocket vehicles. Model rocket activities should be allowed within the specifications of this code to safely guide our science-minded youth and citizens.

The following minimum requirements must be instituted prior to the implementation of a demonstration:

1. Notify the Division of Safety and Emergency Management at least 30 days in advance of any planned rocket activities.
2. Documentation relative to the types of rockets to be used, and the credentials of the sponsor must be forwarded to the Division of Safety and Emergency Management for review.
3. Name and grade level of each participating students must be forwarded to the Division of Safety and Emergency Management.

4. The sponsor or responsible administrator must provide a written description of the results of the demonstration to the Division of Safety and Emergency Management within ten days of the demonstrations.
1. A minimum of two ABC type fire extinguishers must be on site, and supervised at all times.
2. This type of project or any similar to this project must have prior approval from the Office of Risk and Benefits Management and the Division of Safety and Emergency Management.

NOTE: Please contact the Division of Safety and Emergency Management for copies of the procedure. Telephone number 995-4900, Work Location 9114.

## **MUNICIPAL SCHOOL CROSSING GUARD PROGRAMS**

The safety of our children remains a high priority for both the local municipalities and Miami-Dade County Public Schools and thus, all entities have maintained a close working relationship. In an effort to clarify any misconceptions concerning the operations of the School Crossing Guard Programs the following information is provided.

School Crossing Guards are employed by each municipality, and as such are governed by County rules and regulations. Their jurisdictions are within the intersections and assigned posts only. Generally, their assigned duty hours are 7:00 a.m. to 9:00 a.m., and 1:30 p.m. to 3:30 p.m., except for Wednesday, when they work from 1:00 p.m. to 3:00 p.m. They are not by statute, empowered to direct or control traffic, or issue citations to drivers. They are directed to “create gaps” in traffic to allow children to have access to safe crossing. These gaps are created in a variety of ways, depending on the assigned posts. Traffic signals, pedestrian signals and the guards themselves create these gaps.

**Please note crossing guards are only provided at elementary schools.**

Post are determined by a joint decision between the school principal, M-DCPS Division of Safety and Emergency Management and the crossing guard program serving the school. Guards are instructed to stay on their assigned posts and not to move upon request by school personnel unless approved by the municipality having jurisdiction.

The School Crossing Guard Program continues to maximize its efforts at providing safety at all designated schools. As the two jurisdictions (municipal and public school) are so closely aligned, but do not overlap, it is imperative that the highest degree of cooperation be maintained. All efforts will be made to expedite responses to any concerns voiced by a school and assist

If you have any questions, or need additional information, please contact the Division of Safety and Emergency Management at telephone 305-995-4900.



## Crossing Guard Divisions

<b>City of North Miami Beach</b> 16901 NE 19 Avenue North Miami Beach, Florida 33162 305-949-5500/305-948-2921 Fax-305-949-7530	<b>City of Miami Beach</b> 1100 Washington Avenue Miami Beach, Florida 33639 305-673-7933 ext 5273 305-673-7867
<b>City of North Miami</b> 760 NE 124 Street North Miami, Florida 33161 305-891-0294 ext 1402 Fax-305-891-8173	<b>City of Key Biscayne</b> 88 W. McIntyre Street Key Biscayne Florida 305-365-5505 Fax-305-365-5509
<b>City of Coral Gables</b> 2801 Salzedo Street Coral Gables, Florida 33134 305-460-5498 Fax-305-441-5765	<b>Miami-Dade County</b> 9105 NW 25 Street Miami, Florida, 33172 305-471-1725 Fax-471-1732
<b>City of Miami</b> 400 NW 2 Avenue Miami, Florida, 33128 305-579-6184 Fax-305-579-6110	<b>City of Hialeah</b> 7400 W. 24 Avenue Hialeah, Florida, 33014 305-698-3600 Fax-305-698-3603

A **crosswalk must be in-place** before a crossing guard is placed. In some circumstances the Division of Safety and Emergency Management must forward a request to Miami-Dade County Public Works to install a crosswalk.

### **Requests for additional guards**

After discovering a need for an additional guard principals should contact the Division of Safety and Emergency Management.

# TRAFFIC CONTROL SURVEYS AND INSPECTIONS

## Annual Review of Traffic Control and Safety Device Needs

This review is required by Florida Statute 1013.36(4). The statute provides that the District conduct an annual review of traffic control and safety device needs on or directly adjacent to each site and secure the cooperation of the appropriate governmental agencies in making needed corrections. This review is accomplished during the annual site safety inspection conducted by the Division of Safety and Emergency Management and throughout the year by school administrators.

### RESPONSIBILITIES PRIOR TO THE OPENING OF SCHOOL

In order to comply with these requirements, each school principal must conduct a survey of the premises and determine any potential hazards with regard to traffic control and safety devices which are located on public sidewalks, streets and highways directly upon or adjacent to the school property.

Principals should be aware of the signage adjacent to their site. Signage should be consistent throughout. For example all the times on the 15 mph school speed zone signage should be the same and appropriate for the school operating times. If your school hours have changed the signs must be adjusted to reflect the new times.

Many schools have passenger loading zone signs in parent drop off and pick up areas. Additionally, they have bus loading zone signage in the bus loading zone. Principals should ensure that the signage is consistent and appropriate to the current operation of the school. The diagram on the next page shows a typical school site.

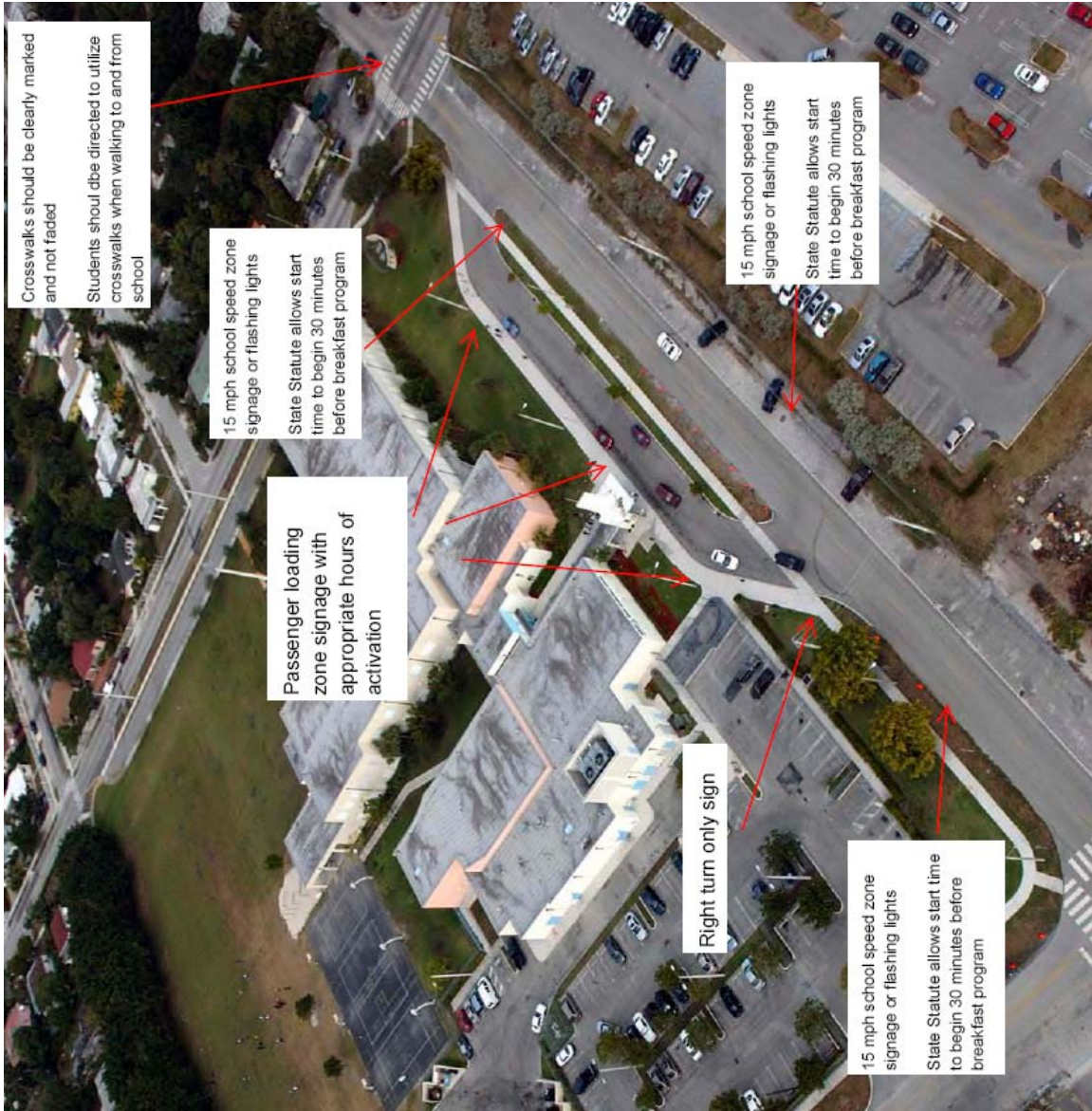
If your school has a breakfast program the 15 mph **speed zone times can start 30 minutes before the regularly scheduled breakfast program begins.** The final decision on the times 15 mph speed zone are in effect is the responsibility of Miami-Dade County Public Works Department. The following diagram

Potentially hazardous conditions must be reported **IN WRITING** directly to the appropriate authority with a copy forwarded to the Division of Safety and Management, School Mail Code 9114.

**NOTE:** A telephone call to the agency may be made first, but **MUST** be followed with a written request within 24 hours of discovery.

**NOTE:** An easy way to determine who has the responsibility for traffic control or safety device is to determine if it is inside the sidewalk. Inside the

sidewalk is the responsibility of the District; if it is on the sidewalk or on the street it is a governmental responsibility.



POTENTIAL HAZARD OR CONCERN	CONTACT
Missing or damaged "STOP" or "YIELD" signs including any sign stubs	Immediately contact 305-596-8570
<ul style="list-style-type: none"> <li>• Missing, damaged or badly faded signs (school zone, loading zone, no parking, etc.)</li> <li>• faded pavement markings,</li> <li>• damaged or inoperable traffic signals,</li> <li>• pedestrian or flashing signal lights</li> <li>• any requests for changes in signal phasing or timing operations</li> </ul>	Joaquin Urrechaga, Chief Miami-Dade Traffic, Signal and Signs Division 7100 N.W. 36 Street Miami, Florida 33166 306-592-3580
<ul style="list-style-type: none"> <li>• signage request for new facilities</li> <li>• change in existing signage such as speed zones, cross-walks, signalization, and loading zones</li> <li>• All requests must be specific</li> </ul>	Miami-Dade County Public Works Ester Calas, Director Traffic and Engineering 111 N.W. First Street, Suite 1510 Miami, Florida 33128-1970 305-375-2092
Broken sidewalks, pot holes and obstructed signs	John Patterson, Chief Road, Bridge and Canal Maintenance Miami-Dade County Public Works
For problems with utilities: (Florida Power and Light, Water and Sewer Department)	Call the agency directly
Any unwanted, abandoned or discarded items on school property	Contact appropriate M-DCPS Maintenance Center directly

## RESPONSIBILITIES DURING THE REST OF THE SCHOOL YEAR

1. Report within 24 hours of discovery of a potential hazard to the Board, principals or designee must report the condition **IMMEDIATELY** to the governmental entity within whose jurisdiction the condition is located with a copy to the Division of Safety and Emergency Management.
2. Conduct an annual review of traffic control and safety devices needs is also a responsibility of the School Board. (This requirement is accomplished during the annual safety inspection conducted by safety inspectors from the Division of Safety and Emergency Management and by principals prior to the opening of school each year.)

## **Survey of Hazardous Walking Conditions:**

When a request is received at the District identifying a traffic condition perceived to be hazardous to students living within the two-mile limit of a school, a survey of the condition is made by a representative of the Division of Safety and Emergency Management and Miami-Dade County Public Works Department. If the surveyed condition is found hazardous, as defined by State of Florida Statute 1006.23, temporary school busing is recommended until such a time as the responsible governmental agency corrects the hazard.

## **School Arrival and Dismissal Procedures**

School sites are configured in a variety of ways depending on the land available and the streets in the immediate vicinity of the school. The general information provided in this section should be applied to your specific sites.

### **Student drop-off and pick-up areas**

The following observations and recommendations are based on the results of numerous inspections of student drop-off and pick-up areas.

Parents should be discouraged from parking or leaving their car in this designated area. A quick and efficient drop-off and pick-up area is dependent on cars moving through the area. Many schools have implemented systems where the student name is displayed by the parent allowing administrators and staff supervising the area to ready the student to be picked up.

The signage in the drop-off/pick-up area should be consistent with the hours of the school operation. Signage located on District property can be modified by Maintenance staff. If you require assistance with signage please call or e-mail the Division of Safety and Emergency Management at 305-995-4900.

Drop-off/pick up areas are intended to have a single lane of traffic. The outside lane is provided to allow cars to go around other cars. **Both lanes should not be utilized to load students as this promotes students walking between cars.**

There should be a right turn only sign installed at the exit of the drop-off/pick up area to assist with traffic flow. Left turns can slow the line down and create additional congestion during arrival and dismissal times.

Staff should direct cars to the start stacking at the front of the drop-off/pick up area. Allowing cars to stop in the middle of the drop-off/pick-up line disrupts traffic flow and reduces the amount of cars that can stack in the area.

# **BIOMEDICAL WASTE PROGRAM**

This program prescribes minimum sanitary practices relating to the management of biomedical waste, including segregation, handling, labeling, storage, and treatment. The plan applies to all facilities that generate biomedical waste to ensure that the waste is properly handled to eliminate exposure of employees, students and the public to disease-causing agents. Biomedical waste shall be managed or disposed of in a manner that does not violate Florida Administrative Code Rule 10D-104. The program plan is outlined below:

## **IDENTIFICATION OF BIOMEDICAL WASTE**

1. Items to be placed in biohazard waste boxes: blood, absorbent material soaked with blood, semen, body fluids visibly contaminated with blood.
2. Items not to be placed in biohazard waste boxes: vomit, feces, urine and sanitary napkins.

## **HANDLING OF BIOMEDICAL WASTE**

### **1. POINT OF ORIGIN**

All biomedical waste shall be identified and segregated from other solid waste at the point of origin within the facility. Biomedical waste, except sharps shall be packaged in impermeable red polyethylene or polypropylene plastic bags. Filled bags shall be sealed at the point of origin.

### **2. CONTAINMENT, GENERAL HANDLING & STRUCTURE OF CONTAINERS**

Packages of biomedical waste shall remain intact at all times. Ruptured or leaking packages of biomedical waste shall be repackaged prior to onsite or offsite transport. There shall be no recycling efforts nor intentional removal of waste from its packaging prior to the waste being treated. Packages of biomedical waste shall be handled and transferred in a manner that does not impair the integrity of the packaging. Packages of biomedical waste shall not be compacted or subjected to mechanical stress which will compromise the integrity of the package during transfer or storage. Bagged biomedical waste being prepared for offsite transport prior to final treatment or disposal shall be enclosed in a rigid type container.

### **3. CONTAINERS**

Bags - Biomedical waste, except sharps, shall be packaged in impermeable, red, polyethylene or polypropylene plastic bags. Each plastic bag shall be constructed of polychlorinated-free filler plastics and meet all physical requirements.

Sharps - Sharps shall be segregated from all other waste and discarded directly into single use or reusable sharps containers. If you need a sharps container please discuss this with the Director of the Division of Safety and Emergency Management.

## **LABELING**

The label shall be securely attached or permanently printed on each bag, sharps container, and outer container and be clearly legible and easily readable. Indelible ink shall be used to print the information on the label. Ink used in permanently printing the label shall be free of heavy metals. One of the following phrases shall be used in conjunction with the international biohazard symbol:

1. BIOMEDICAL WASTE
2. BIOHAZARDOUS WASTE
3. BIOHAZARDS, INFECTIOUS WASTE
4. INFECTIOUS SUBSTANCE

Biomedical waste bags shall be labeled with the date at the time they are placed in use. If a number of bags are placed into an outer bag prior to offsite transport, the label on the outer bag shall be the earliest date that an inner bag was placed into use. Outer bags shall be labeled at the generating facility prior to offsite transport.

## **ONSITE STORAGE AND CONTAINMENT**

STORAGE - of biomedical waste shall not be for a period of greater than 30 days. The 30 day time period shall commence when the first item of biomedical waste is placed into a red bag.

## **TREATMENT AND DISPOSAL**

All biohazard waste will be picked up by "contract services" vendors from all senior high, middle and vocational schools will be picked up on a monthly schedule. Elementary schools should call the Division of Safety and Emergency Management at 305-995-4900 when their bag is  $\frac{3}{4}$  full to schedule a pickup.

PERSONAL PROTECTIVE EQUIPMENT - Persons handling packages or cleaning spills or leaked biomedical waste shall wear personal protective equipment. When there is occupational exposure, M-DCPS will provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes,

undergarments, skin, eyes, mouth, or other mucus membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

## **RECORDS**

All biomedical waste management records, including transporter receipts and any other documentation provided by the transporter, shall be maintained onsite for three (3) years and shall be available for inspection.

## **TRAINING**

Each M-DCPS facility generating biomedical waste shall train employees who handle biomedical waste as part of their daily work responsibilities. The training program shall detail compliance with the state rule and shall be maintained as a section of the operating plan.

The M-DCPS site administrator, or their designee, shall train each new employee, whose duties include handling biomedical waste, in the proper management of this waste before duties commence.

All employees who handle biomedical waste shall attend an annual refresher training session provided by the M-DCPS site administrator, or their designee.

A record of attendance shall be maintained for each employee, along with an outline of the training program presented.



# CONSTRUCTION SAFETY PROGRAM

Safety must be built into every process or product design and into every production operation. It must be a part of the districts commitment to excellence. The prevention of accidents and injuries is basically achieved through control of the working environment and control of people's actions. Only management can implement such controls. That is why safety must start with top management.

A comprehensive Safety Program is an essential additional management tool to provide standards for reducing accidents and for the prevention and reduction of injuries. With proper implementation the program will provide relief from the high direct and indirect costs that accidents generate and their subsequent impact on the District operating budget.

District managers, administrators, supervisors, contractors and employees face a special challenge in carrying out the intent and the requirements of the District Safety Program and the requirements of this program. They must develop and maintain the proper attitude toward safety, first in themselves, setting the example and providing the leadership which will make this Construction Safety Program successful.

## **INTENT:**

An effective "Construction Safety Program" for Miami-Dade County Public Schools will establish a working environment in which all operations can be conducted safely but economically and efficiently. Safety management is the key to strengthening the district image of responsibility, complying with stringent regulations and, most importantly, safeguarding people, property and facilities. Emphasis has shifted from complete reliance on one-time technical and engineering checks to an ongoing system of management checks and balances.

## **SCOPE:**

This "Construction Safety Program" will include all new, remodeling, renovation and repair construction projects by the Division of Facilities Operations, as well as all contractors and subcontractors.

## **DISTRICT POLICY:**

1. Miami-Dade County Public Schools considers no phase of operation or administration as being of greater importance than accident prevention. It is the policy of the district to provide and maintain safe and healthful working conditions, and to follow operating practices that will safeguard all construction and maintenance workers, as well as, employees of the district.

2. Safe practices on the part of construction and maintenance workers must be a part of all operations. No job shall be considered efficiently completed unless the worker has followed every precaution and safety rule to protect himself and his fellow workers. The ideals of production and safety must be inseparable.

#### MAJOR ELEMENTS:

An effective safety and health program must include the four main elements discussed below:

1. Management Commitment and Employee Involvement

The elements of management commitment and employee involvement are complementary and form the core of any safety and health program. Management's commitment provides the motivating force and the resources for organizing and controlling activities within an organization. In an effective program, management regards worker safety and health as a fundamental value of the organization and applies its commitment to safety and health protection with as much vigor as to other organizational goals.

Employee involvement provides the means by which workers develop and/or express their own commitment to safety and health protection for themselves and for their fellow workers.

In implementing a safety and health program, there are various ways to provide commitment and support by management and employees. Some recommended actions are described briefly as follows:

1. State clearly a worksite policy on safe and healthful work and working conditions, so that all personnel with responsibility at the site (and personnel at other locations with responsibility for the site) fully understand the priority and importance of safety and health protection in the District.
2. Establish and communicate a clear goal for the safety and health programs, define objectives to meet the goals, so that all members of the organization understand the results desired and the measures for achieving them.
3. Provide visible top management involvement in implementing the program, so that all employees understand that management's commitment is serious.
4. Arrange for and encourage employee involvement in the structure and operation of the program and in decisions that affect their safety and health, so they will commit their insight and energy to achieving the safety and health program's goal and objectives.

5. Assign and communicate responsibility for all aspects of the program, so that managers, supervisors, and employees in all parts of the organization know what performance is expected of them.
6. Provide adequate authority and resources to responsible parties, so that assigned responsibilities can be met.
7. Hold administrators, supervisors, and employees accountable for meeting their responsibilities, so that essential tasks will be performed.
8. Review program operations at least annually to evaluate their success in meeting the goals and objectives, so that deficiencies can be identified and the program and/or the objectives can be revised when they do not meet the goal of effective safety and health protection.

## 2. Worksite Analysis

A practical analysis of the work environment involves a variety of worksite examinations in order to identify existing hazards and conditions and operations in which changes might occur to create new hazards. Unawareness of a hazard stemming from failure to examine the worksite is a sign that safety and health policies and/or practices are ineffective. Effective management actively analyzes the work and worksite to anticipate and prevent harmful occurrences. In order that all hazards and potential hazards are identified, the following measures are recommended:

- A. Conduct comprehensive baseline worksite surveys for safety and health and periodic comprehensive update surveys.
- B. Analyze planned and new facilities, processes, materials, and equipment.
- C. Perform routine job hazard analyses.
- D. Conduct regular site safety and health inspections so that new or previously missed hazards and failures in hazard controls are identified.
- E. Provide a reliable system for employees to notify management personnel about conditions that appear hazardous and to receive timely and appropriate responses and encourage employees to use the system without fear of reprisal. This utilizes employee insight and experience in safety and health protection and allows employee concerns to be addressed.
- F. Investigate accidents and “near miss” incidents so that their causes and means for their prevention can be identified.

- G. Analyze injury and illness trends over time so that patterns with common causes can be identified and prevented.

### 3. Hazard Prevention and Control

Where feasible, workplace hazards are prevented by effective design of the job site or job. Where it is not feasible to eliminate such hazards, they must be controlled to prevent unsafe and unhealthful exposure. Elimination or control must be accomplished in a timely manner once a hazard or potential hazard is recognized. Specifically, as part of the program, employers should establish procedures to correct or control present or potential hazards in a timely manner. These procedures should include measures such as the following:

- A. Using engineering techniques where feasible and appropriate.
- B. Establishing, at the earliest time, safe work practices and procedures that are understood and followed by all affected parties. Understanding and compliance are a result of training, positive reinforcement, correction of unsafe performance, and if necessary, enforcement through a clearly communicated disciplinary system.
- C. Providing personal protective equipment when engineering controls are infeasible.
- D. Using administrative controls, such as reducing the duration of exposure.
- E. Maintaining the facility and equipment to prevent equipment breakdowns.
- F. Planning and preparing for emergencies, and conducting training and emergency drills, as needed, to ensure that proper responses to emergencies will be “second nature” for all persons involved.
- G. Establishing a medical program that includes first aid onsite and nearby emergency medical care to reduce risk of any injury or illness that occurs.

### 4. Safety and Health Training

Training is an essential component of an effective safety and health program. Training addresses the safety and health responsibilities of both management and employees at the site, salaried and hourly. Training is often most effective when incorporated into other education on performance requirements and job practices, the complexity of the worksite, as well as the characteristics of the hazards and potential hazards at the site.

Employee Training. Employee training programs should be designed to ensure that all employees understand and are aware of the hazards to which they may be exposed and the proper methods for avoiding such hazards.

Supervisory Training. Supervisors should be trained to understand the key role they play in safety, to carry out safety and health responsibilities effectively.

Training programs for supervisors should include the following:

- A. Analyze their supervisory area to anticipate and identify potential hazards.
- B. Maintaining physical protections in their work areas.
- C. Reinforcing employee training on the nature of potential hazards in their work and on needed protective measures, through continual performance feedback and, if necessary, through enforcement of safe work practices.
- D. Understanding their safety and health responsibilities.

Employee Safety and Health. Many standards explicitly require the employer to train employees in the safety and health aspects of their jobs. Other standards make it the employer's responsibility to limit certain job assignments to employees who are "certified", "competent," or "qualified," meaning that they have had special previous training. This should be an essential part of everyone's program for protecting workers from accidents and illnesses. Many researchers conclude that those who are new on the job have a higher rate of accidents and injuries than more experienced workers. This may be due to ignorance of specific job hazards and/or of proper work practices, and if so, training may help provide a solution.

It is good safety and business practice for employers to keep records of all safety and health training. Records provide evidence of an employer's good faith and compliance with local, state, & federal standards. Documentation also supplies an answer to one of the first questions accident investigators ask: "Was the injured employee properly trained to do the job?"

Training in the proper performance of a job is time and money well spent, and the district should regard it as an investment rather than an expense. An effective program of safety and health training for employees can result in fewer accidents and illnesses

Please contact the Division of Safety and Emergency Management for a copy of the Construction Safety Manual, telephone number 995-4900, Work Location 9114.

# **FIRE PREVENTION PROGRAM**

This program was developed and designed to familiarize all occupants with all available means of exit, particularly emergency exits that are not habitually used during normal occupancy of this building.

Diagrams of primary and secondary evacuation routes are posted in each occupied space next to the exit door clearly indicating by contrasting color and number each route of evacuation. A diagram is not required if an exit door from a self-contained room opens directly to the exterior.

Fire drills are scheduled to test the Emergency Response Plan. These drills are used to identify problems before a fire happens and make the necessary changes.

For additional assistance in developing or implementing your site specific plan, contact the Division of Safety and Emergency Management, telephone 995-4900.

A written, up-to-date Fire Emergency Action Plan is essential in case of an emergency. Make sure you read and understand the plan for your work site.

## **PURPOSE**

The purpose of this plan is to establish minimum requirements that will provide a reasonable degree of safety from fire at every work site.

The program endeavors to avoid requirements that might involve unreasonable hardship or unnecessary inconvenience or interference with the normal use of this facility, but insists upon compliance with a minimum standard for fire safety consistent with the public interest.

## **OBJECTIVE**

The objective of this program serves to provide a reasonable level of safety by reducing the probability of injury and loss of life from the effect of fire and other emergencies having the potential for similar consequences with due consideration for functional requirements. This objective is accomplished within the context of the physical facilities, type of activities undertaken, the provisions for the capabilities of the staff, and the needs of all occupants. The level of safety is defined by the combination of prevention, protection, egress, and other features enumerated in the text of the plan.

## **HOW TO EVACUATE A BURNING BUILDING**

1. The last one out of the room should not lock the door, just close it. Locking the door hinders the fire department's search and rescue efforts.
2. Proceed to the exit as outlined in the Emergency Response Plan.
3. Don't use elevators under any circumstances.
4. Stay low to avoid smoke and toxic gases. The best air is close to the floor, so crawl if you have to.
5. If possible, cover your mouth and nose with a damp cloth to help you breathe.
6. If you work in a building with multiple stories, a stairway will be your primary escape route.
7. Once in the stairwell, proceed down to the first floor. **NEVER GO UP.**
8. Once outside the building, report to a predetermined areas so that a head count can be taken.

## **WHAT TO DO IF TRAPPED IN A BURNING BUILDING**

1. If you are trying to escape a fire, never open a closed door without feeling it first. Use the back of your hand to prevent burning your palm. If the door is hot, try another exit. If none exists, seal the cracks around the doors and vents with anything available.
2. If trapped, look for a nearby telephone and call the fire department, giving them your exact location.
3. If breathing is difficult, try to ventilate the room, but don't wait for an emergency to discover that windows can't be opened.

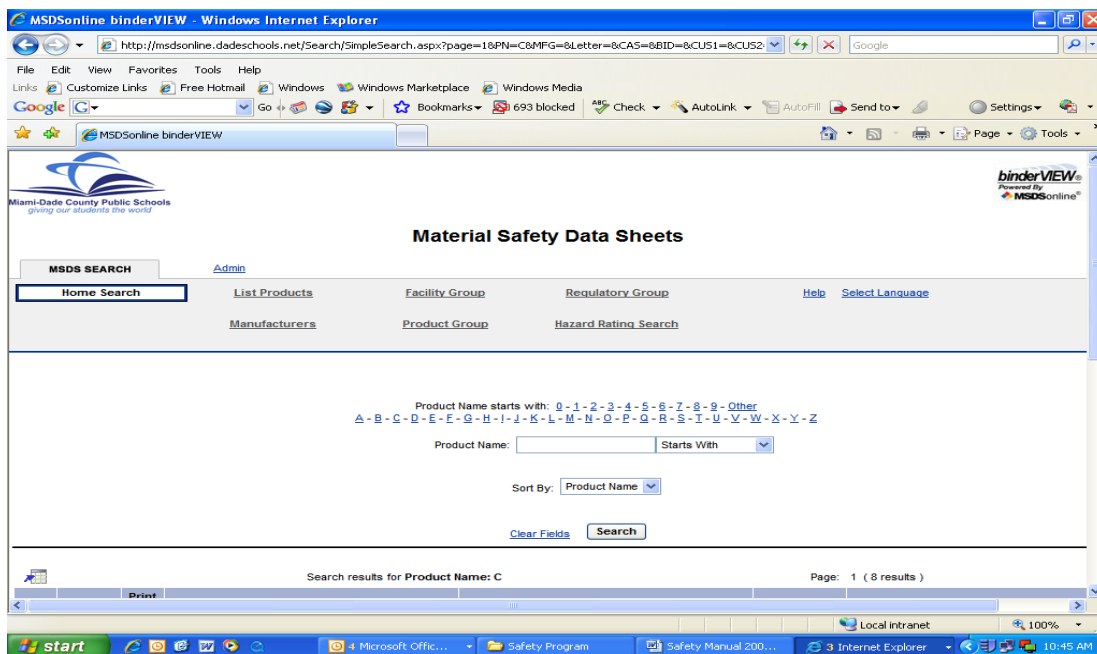
# HAZARD COMMUNICATIONS THE RIGHT TO KNOW LAW

Florida Statutes, Chapter 442, The "Florida Right-To-Know Law" imposes on employers an obligation to inform their employees of the toxic substances to which they are exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace.

Under the law, any chemical substance or mixture in a gaseous, liquid, or solid state, if substance or mixture: (1) Appears in the "Florida Substance List" promulgated by the Department of Labor and Employment Security; (2) Is manufactured, produced, used, applied, or stored in the workplace; and (3) Causes a significant risk to safety or health during, or as a proximate result of, any customary or reasonably foreseeable handling or use.

District employees can obtain Material Safety Data Sheets (MSDS) from the Division of Safety and Emergency Management at:

www. <http://safety.dadeschools.net/>.



Employees can utilize the search function to find and print MSDS for their use. If an MSDS is not available the website contains a feature to request a MSDS from the Division of Safety and Emergency Management.



## WHAT DOES THIS STANDARD COVER

The hazard communication standard involves just about anyone who comes into contact with hazardous chemicals. Everyone needs to know what hazardous chemicals they work with and how to protect themselves.

The areas specifically covered in the standard include:

1. Determining the hazards of chemicals
2. Material Safety Data Sheets
3. Labels and Labeling
4. A written hazard communication program
5. Employee information and training
6. Trade secrets

The hazard communication standard is intended to cover all employees who may be exposed to hazardous chemicals under normal working conditions or where chemical emergencies could occur. Remember! the standard applies to those chemicals which pose either a physical or health hazard.

## WHAT ARE PHYSICAL AND HEALTH HAZARDS

**PHYSICAL HAZARDS** are exhibited by certain chemicals due to the physical properties – flammability, reactivity, etc. These chemicals fall into the following classes:

1. Combustible liquids
2. Compressed gases
3. Explosives
4. Organic Peroxides
5. Oxidizers
6. Pyrophoric materials
7. Unstable materials
8. Water-reactive materials

A Health Hazard is a chemical that may cause acute or chronic health effects after exposure. It can be an obvious effect, such as immediate death following inhalation of cyanide. But a health hazard may necessarily cause immediate, obvious harm or make an individual sick right away. In fact, the person may not see, feel, or smell any danger.

An acute health effect usually occurs rapidly following a brief exposure. A chronic health effect is long and continuous, and follows repeated long-term exposure.

## WHAT KINDS OF CHEMICALS CAUSE HEALTH HAZARDS

Some examples of chemicals which health hazards are:

Type of chemical	Example of type
Carcinogens (cancer-causers)	Formaldehyde or benzene
Toxic Agents	Lawn and garden insecticides, arsenic compounds
Reproductive Toxins	Thalidomide or nitrous oxide
Irritants	Bleaches or ammonia
Corrosives	Battery acid or caustic sodas
Sensitizers	Creosote or epoxy resins
Organ specific agents act on specific organs or parts of the body	Sulfuric acids (affects skin) or asbestos (affects lungs)

## HAZARDOUS MATERIALS CONTROL PROGRAM

The Division of Safety and Emergency Management, Materials Control Section has been providing a hazardous materials control service for M-DCPS site administrators since November 21, 1986. The proper management and disposal of hazardous waste is essential in ensuring students, teachers and staff are not exposed. The applicable codes and regulations determined by the Miami-Dade County Department of Environmental Regulations and Environmental Protection Agency are adhered to when removing potentially hazardous chemicals at District sites.

In addition to the proper disposal of chemical laboratory hazardous waste materials the hazardous materials control program includes the following services:

1. Purchase orders for laboratory chemicals to the Miami-Dade County Public Schools Purchasing Department may be submitted to the Division of Safety and Emergency Management to prevent the purchase of prohibited chemicals, to limit the purchase of particular chemicals, and require justification for the purchase of unique chemicals.
2. Various waste streams are identified and brought under control i.e., transportation radiator fluid, maintenance air conditioning oil, steam cleaning and bus washing effluent, photography lab hazardous wastes, maintenance paint and mineral spirits, vocational education shop waste materials.

It is the objective of the Division of Safety and Emergency Management, to provide a hazardous waste disposal service to the various site administrators, impose guidelines concerning the procurement and storage of various laboratory chemicals, and establish programs that will reduce the amount of hazardous waste generated by the District.

## **INDOOR AIR QUALITY PROGRAM**

As part of the Division of Safety and Emergency Management, the Department of Asbestos Management has responsibility for the development and implementation of a comprehensive Indoor Air Quality and Environmental Management Program. This program follows the best practices of the industry and is in compliance with the guidelines of the Environmental Protection Agency (EPA) and other federal and state environmental regulatory agencies. The EPA identifies a variety of allergens and contaminants that may affect indoor air quality, including minerals such as asbestos and lead, gases such as radon and carbon monoxide, volatile organic compounds, microbiological organisms such as mold spores, dust mites and other bio-contaminants, as well as excessive dust, which may contain a number of the previously mentioned contaminants. The IAQ program provides management and control over occurrence of these contaminants and is designed to ensure the comfort and safety of all students, teachers and visitors to MDCPS facilities. The program requires a comprehensive, cooperative approach by various stakeholders within the district, encompassing three main phases:

### **Phase I - IAQ Issue Investigation/Assessment**

When IAQ issues arise at MDCPS facilities, the facility administrators or Maintenance coordinators contact the Department of Asbestos Management to request an inspection. The department inspector investigates the issue, verifying ambient conditions, inspecting for possible contaminants and allergens, assessing inherent health risks, and identifying potential sources of the problem. If necessary, the inspector can obtain support from environmental laboratory consultants to further investigate an issue and obtain test data on existing conditions, in order to assist with the identification of the problem and its possible solutions.

### **Phase II - Inspection Report and Recommendations**

Based on observations and findings, the inspector issues a report of the environmental issue, its health implications, and possible causes and solutions, including recommendations for corrective actions to be effected by the facility, the corresponding Maintenance center and/or Capital Improvement Projects, to ensure that the conditions causing the IAQ issue are resolved.

### **Phase III - Remediation Activities**

When warranted, the department will prepare a design for a remediation project to be effected by its environmental contractors. Existing materials that may be damaged or contaminated are scheduled for removal or cleaning under environmentally controlled conditions. The project is then monitored and administered by the department's construction management section. Its

environmental project inspectors oversee the work and ensure that the contractors follow all regulatory requirements and guidelines and maintain all safety procedures during removal and disposal of the materials. Removed materials are then replaced by Maintenance to restore the areas to original condition.

## **INTEGRATED PEST MANAGEMENT PROGRAM**

This document has been prepared to answer some of the questions commonly asked by Miami-Dade County Public Schools (M-DCPS) personnel concerning the control of various rodents, birds, insects and other pests.

Miami-Dade County Public Schools is committed to providing schools with a pest managed environment through the implementation of preventive hygienic methods, physical exclusion and chemical strategies when necessary. Implementation of an Integrated Pest Management (IPM) strategy is under investigation. IPM emphasizes the use of non-chemical techniques for the management of pests, relying on the use of pesticides only when non-chemical strategies are not effective.

In spite of the most rigorous sanitation and non-chemical management procedures, pest management may sometimes require carefully selected and conducted pesticide applications. Remember that these applications should be made in conjunction with, and complimentary to, the other appropriate sanitation and exclusion procedures recommended in these guidelines. Each area must be identified and treated with the appropriate control method. A proper blend of chemical and non-chemical treatments should provide the ultimate pest control.

If liquid, aerosol or dust type pesticides are required, parents and staff should be notified through the school principal and two weeks in advance of the treatment. They will be provided with the name and telephone number of the contact person should additional information be desired. If a "spraying and fogging" is recommended, even if only one room is to be "fogged", the entire structure must be vacated during the application and until it is determined to be safe to re-enter. Signs must be posted on all entrances to the structure warning people of the pesticide application and to stay out. Applications of these types of materials should be done when school is not in session and should not be done by M-DCPS employees.

The specifications for current pest control contracts for M-DCPS facilities require that the Pest Control Vendor provide copies of all specimen labels and Material Safety Data Sheets (MSDS) to the M-DCPS Pest Control Manager, for approval prior to applying any pesticides at the site. Additionally, the Vendor is required to provide copies of all labels and MSDS of the approved pesticides to the Site Administrator at each site. Copies of Material Safety Data Sheets (MSDS) and label for any pesticide used in each facility should be on file at each facility and also at the Division of Safety and Emergency Management.

Chemical control treatment will be applied after school hours with the exception of emergency situations, determined only by an appropriate supervisor. In the case of emergencies, such as a wasp infestation, treatment will be performed by a pest control firm and all occupants will be removed from the treatment area.

M-DCPS supervisory and monitoring personnel will be provided training in the following subjects:

- Principles of IPM
- Preventive pest control measures Pest monitoring
- Non-chemical control techniques
- Application of the approved pesticides and materials available from M-DCPS Stores and Distribution (S&D)
- The known health effects of various chemical treatments

Custodians will receive information in these areas through inservice training and newly employed through an Introductory Custodial course.

This program is supervised and monitored by the Division of Safety, Emergency Management. Please call the Pest Control Manager, for consultation about pest problems and pesticide use. (Telephone: 995-4907, Location: 9114).

**Remember: Non-approved pesticides should not be used or stored at M-DCPS facilities.**

## **RADON MONITORING PROGRAM**

The Department of Health and Rehabilitative Services, Chapter 10D-91, of the Florida Administrative Code, Control of Radiation Hazards is the protocol the Division of Safety and Emergency Management uses to perform radon testing in the district facilities.

The protocol has three phases: Phase I & II are initial short term measurements. If these measurements are above 4 pico curies per liter of air (pCi/L) then phase III measurements are performed. Phase III measurements are long term measurements performed in each season of the year (winter, spring, summer & fall). Phase III measurements more accurately determine the radon exposure to the occupants of a room. The decision to mitigate radon is based upon the average of these phase III measurements.



## **SAFE DRINKING WATER PROGRAM**

The Division of Safety and Emergency Management has been testing drinking water in school facilities since June 1988. The program initially focused on water coolers, which the EPA Lead in Drinking Water handbook, identified as a major source of lead in drinking water. Lead lined water coolers, with interior surfaces greater than 0.2 percent lead, and other parts which come in contact with drinking water greater than 0.8 percent have been banned by the Safe Water Drinking Act Amendments of 1986.

Another source of lead in drinking water has been the use of lead piping and solder to join pipes together. M-DCPS specifies that all of its plumbing be lead free.

The Division of Safety and Emergency Management periodically performs representative water samples of coolers, water bubblers and faucets where water may be consumed. Water sampling is performed in the morning before any water is used. This procedure is called "morning first draw." The sample source is then allowed to flush for thirty seconds and then a second sample is taken. This is referred to as the "flush sample." Water samples are analyzed by chemists in the District Materials Control Department.

Morning first draw samples of greater than 15 part per billion (ppb) will trigger follow-up sampling to determine the source of lead. In the interim, shutting the cooler/bubbler off, replacement of the cooler/bubbler, or daily flushing of the cooler/bubbler may be required.

# **ASBESTOS MANAGEMENT PROGRAM**

Miami-Dade County Public Schools maintains a program for the in-place management of asbestos materials at its schools and other facilities, in full compliance with the EPA's Asbestos Hazard Emergency Response Act (AHERA). The program, designed to ensure the safety of all students, teachers and visitors to MDCPS facilities, has three main phases:

## **Phase I - Material Identification and Location Records**

Since 1987, asbestos-containing materials at MDCPS facilities have been identified, sampled, catalogued and recorded. In compliance with AHERA mandates, those materials are inspected every 6 months to ascertain their continued safety and a Periodic Surveillance Report is then issued. Further, every three years, a more in-depth assessment is conducted, resulting in a 3-Year Reinspection Report. Those reports, together with documentation on any removal project or any other incidents impacting the asbestos materials, are maintained in a Management Plan for each facility, which is updated yearly. Any changes in conditions of asbestos materials are noted in these reports and, when necessary, before any materials could present a health hazard they are scheduled for removal.

## **Phase II - Disturbance Prevention**

In order to avoid disturbance of the materials, the Department of Asbestos Management reviews plans of renovation projects for possible impact on the existing asbestos materials. If any possible disturbance is identified, the department coordinates with Capital Improvement Projects to assist and remove the asbestos with EPA licensed contractors, incorporating the work into the renovation project's schedule. Similar communication and coordination is maintained with the Maintenance Department, to assist with their repair activities.

## **Phase III - Removal Projects**

When asbestos materials are scheduled for removal, in support of projects or to ensure safety, the department prepares a design for an abatement project to be effected by a licensed asbestos contractor. The project is then monitored and administered by the departments construction management section. Its environmental project inspectors oversee the work and ensure that the contractors follow all regulatory requirements and maintain all safety procedures during removal and disposal of the materials.

## **SUPPLEMENTAL MANUALS TO THE M-DCPS SAFETY PROGRAM**

**Division of Safety and Emergency Management website is located at  
<http://safety.dadeschools.net/>**

**EMERGENCY OPERATIONS PLAN – Copy of the plan may be found in the  
Principal portal**

**GUIDELINES FOR INTEGRATED PEST MANAGEMENT – Copy of the  
manual can be found at [http://safety.dadeschools.net/pdfs/pest\\_control.pdf](http://safety.dadeschools.net/pdfs/pest_control.pdf)**

**WATER SAFETY MANUAL – Copies of the plan can be obtained by  
contacting the Office of Risk and Benefits Management**

# **APPENDIX**

## **Existing School Board Rules regarding safety**

**Non-instructional Operations**

**BUILDING INSPECTION PROCEDURES**

Each school facility will be inspected in accordance with State Department of Education Rules. Additional inspections shall be provided for as defined in administrative directives or as deemed necessary by the Building Committee for life safety of the building occupants.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 235.06 F.S.

**History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

Non-instructional Operations

**EMERGENCIES--SCHOOL PLANTS**

In case of fire, major damage to school structures, or emergencies such as interruption of utilities, air conditioning or sewer system failure, the situation should be reported immediately by calling:

1. The appropriate Office of Facilities Operations satellite between 7:00 a.m. and 4:30 p.m. on weekdays

or

2. The Alarm Desk at 995-1550 at all other times.

In the event school personnel are unable to adequately secure a facility off-hours, the Alarm Desk will notify Office of Facilities Operations personnel.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.22(1) F.S.

**History:THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

Technical Change: 5-1-98

**Permanent Personnel**

**EMPLOYMENT--SAFETY AND HEALTH**

Employees shall not be required to work under unsafe or hazardous conditions nor to perform tasks which endanger their health, safety or well-being. Employees are to be provided a safe workplace and be furnished with safety devices, protective clothing and such safeguards as are necessary to reduce or eliminate accidents and injuries. Managers/ Supervisors are to do everything reasonably necessary to protect the life, health and safety of each employee and the public.

Employees will follow safe practices and operating methods on all jobs assigned. Employees shall be required to wear the safety devices, protective clothing or equipment designated by management for employee protection. Safety devices and equipment, when required, will be provided by the Board. Refusal or failure of an employee to use or wear such devices or equipment, or failure to follow safe practice and operating methods, shall be grounds for appropriate disciplinary action, including dismissal.

In the event employees are exposed to infectious diseases or toxic chemicals as part of their ordinary duties, they will be given prescribed examinations and tests at the time of such exposure, and thereafter, as determined by the examining physician. Employees will be examined or tested on the Board's time and at the Board's expense. Refusal by an employee to submit to such examinations and tests shall be grounds for appropriate discipline, including dismissal.

In the event an employee is involved with an accident or injury, an accident report will be completed and distributed as prescribed by Administrative Directives.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.22(1) and (5); 232.45; 440.56(1) F.S.

**History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

Welfare**STUDENT SAFETY AND HEALTH PROTECTION**

## I. General Responsibilities

Students are to be furnished safeguards to reduce or eliminate accidents and injuries. All employees responsible for supervision of students and student activities are to take precautions to protect the life, health and safety of every student. Students are required to wear safety devices and protective clothing and will take such safeguards as are necessary to reduce or eliminate accidents and injuries. Refusal or failure by a student to use or wear such devices, or protective clothing or equipment, shall be grounds for appropriate disciplinary action, including prohibiting the student from participation in class activities.

## II. Specific Protection and Accident Reporting Responsibilities

## A. Eye Protective Devices

Florida Statute 232.45 requires eye protection devices to be worn by students, teachers, and visitors when involved in an activity likely to cause injury to the eyes.

## B. Hair Protection

In educational activities involving rotating machine parts and/or flame, students' hair is to be appropriately banded, tied or placed under headgear or cover to protect the hair from becoming entangled or from catching fire.

## C. Foot Protection

Bare feet, sandals or footwear exposing the feet, are not permissible during activities requiring foot protection, such as chemical laboratory work, shop work, photo processing, and other appropriate activities.

## D. Other Protection

In those educational activities requiring wearing of gloves, aprons, respirators or protective clothing, and other safety devices to protect against spillage of harmful liquids, vapors and dusts, the appropriate devices, clothing, or equipment are to be provided to students who must utilize or wear them properly.



E. Accident and Injury Reports

In the event a student is involved with an accident or injury, a student accident report will be completed pursuant to the Office of Risk and Benefits Management's Procedures Manual.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.23(6); 230.33(8); 232.45 F.S.

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

Technical Change: 5-1-98

Welfare

**INJURIES TO STUDENTS**

In case of injuries, principals should contact the parents immediately. Where parents are not available, a relative or family friend as stated on the student information card should be contacted. In case neither parent nor other contact is available, the family physician should be contacted, when name is available. In extreme emergency, dial the emergency 911 telephone number immediately.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.22(5); 230.23(6); 230.33(8) F.S.

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

Technical Change: 5-1-98

**Welfare**

**STUDENT ACCIDENT INSURANCE**

Student insurance is designed primarily to furnish a low cost accident policy to the students of the Dade County Public Schools. The Board approves the sale of student accident insurance for the convenience of students and parents. Enrollment forms are to be provided students upon request.

There may be some variation from year to year in the policy and its general coverage. The Board does not accept any responsibility for policy interpretation or claims payments. No attempt should be made to interpret the policy for a parent or student and all questions should be referred to the insurance carrier.

All student injuries occurring as a result of school activities are to be reported as prescribed in Administrative Directives, Series 9. Where student accident insurance is involved, the prescribed report, together with a claim form, should be provided the parent. For accidents not occurring at school only a claim form should be provided the parent on request.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 627.661 F.S.

**History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

**Instruction--Elementary and Secondary**

**EMERGENCY CLOSING OF SCHOOL(S)**

The emergency closing of a school(s) for any cause, such as inclement weather or violent or disruptive activities in which the safety of individuals might be endangered, shall be at the discretion of the Superintendent of Schools.

In the absence of the Superintendent of Schools, the authority for emergency closing of a school(s) is delegated to the Deputy Superintendent of Schools during the Superintendent's absence. The affected region superintendent shall immediately report the necessity for such action to the Office of the Superintendent of Schools.

When an emergency necessitates the closing of a school(s), the members of the School Board shall be notified immediately of the action taken and the reason therefore. In the event the emergency is of such a nature that the school(s) must remain closed for more than one school day, with the exception of a closing for inclement weather (hurricane), the Superintendent of Schools shall call an emergency meeting of the School Board to consider the necessity for the school(s) remaining closed.

When an emergency necessitates the closing of a school(s), the Superintendent of Schools may provide for the payment of salaries of the members of the instructional, non-instructional, and managerial exempt staff on such occasions.

Specific Authority: 230.22(2); 230.23(20) F.S.

Law Implemented, Interpreted, or Made Specific: 228.041(17); 230.03(2); 230.23(4)(f); 230.23005(11); 230.33(6) F.S.

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

Technical Change: 5-1-98

Amended: 1-30-77; 1-8-86; 9-22-98; 9-13-00

Instruction--Elementary and Secondary

**EMERGENCY MANAGEMENT PROCEDURES**

Procedures for emergencies and other information are specified in detail in the document, **Emergency Management Procedures**. Copies of the document are on file in the Office of the Recording Secretary of the School Board and shall be distributed to all personnel concerned.

Specific Authority: 1001.41; 1001.42; 1001.43 F.S.

Law Implemented, Interpreted, or Made Specific: 1001.41; 1001.43 F.S.

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

Amended: 3-9-94; 5-22-96; 5-13-98; 6-23-99; 4-18-07