

Occupational Safety and Health Program Plan

for the

***West Orange Public Schools
West Orange, NJ***

November 2023

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West Orange School's Occupational Safety and Health Program Plan

1.0 Scope

This safety and health plan covers all occupational safety and issues associated with staff, teachers, and students both on school district property and at structured learning experiences worksites. The following school facility locations are covered by this plan:

- *West Orange High School, 51 Conforti Avenue, West Orange, NJ*
- *Liberty Middle School, 1 Kelly Drive, West Orange, NJ*
- *Roosevelt Middle School, 36 Gilbert Place, West Orange, NJ*
- *Edison Middle School, 75 William Street, West Orange, NJ*
- *Gregory Elementary School, 301 Gregory Avenue, West Orange, NJ*
- *Hazel Elementary School, 45 Hazel Avenue, West Orange, NJ*
- *Kelly Elementary School, 555 Pleasant Valley Way, West Orange, NJ*
- *Mt. Pleasant Elementary School, 9 Manger Road, West Orange, NJ*
- *Redwood Elementary School, 75 Redwood Avenue, West Orange, NJ*
- *St. Cloud Elementary School, 71 Sheridan Avenue, West Orange, NJ*
- *Washington Elementary School, 289 Main Street, West Orange, NJ*
- *Betty Maddalena Early Learning Center, 747 Northfield Avenue, West Orange, NJ*

2.0 District Safety and Health Policy

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

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

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

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take all practical steps necessary to prevent injuries and illnesses. (See Appendix L.)

3.0 Plan Objectives

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

4.0 Organizational Structure and Responsibilities

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

- Develop and implement a district S&H Plan in cooperation with the Board;
- Provide administrative oversight to ensure the S&H Plan is effective;
- Ensure adequate staffing that allows for implementation of the S&H Plan at all facilities;
- Provide a budget in cooperation with the Board sufficient to implement the S&H Plan and corrective action;
- Ensure the S&H Plan is updated as necessary;
- Ensure unsafe conditions and actions are identified and corrected;
- Ensure district facilities and equipment are safe;
- Ensure training and information is provided to staff, teachers, students, and others as necessary about safety and health issues;
- Ensure compliance with safety and health regulations;
- Ensure staff, teachers, and students comply with the S&H Plan and other regulatory requirements;
- Recommend to the Board the names of Safety and Health Designees;
- Establish emergency procedures to cover evacuations, hazardous material releases, fires, natural disasters (e.g., earthquakes, high winds, floods, hurricanes, thunderstorms, tornadoes, and water utility failure), man-made threats (e.g.,

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violence, terrorist attacks, and bomb threats), medical and first aid emergencies, and handling of bodily fluids that may contain infectious pathogens.

- Ensure students involved in structured learning experiences are supervised by the appropriately licensed teachers;
- Establish procedures for reporting, investigating and recording safety and health incidents involving treatment by licensed care professionals;
- Appoint representatives to the School District Safety and Health Committee; and,
- Develop job descriptions for all district personnel with safety and health responsibilities.

The CSA, Hayden Moore has been approved by the Board of Education to serve as the District Safety and Health Designee. Mr. Moore has created a District Safety and Health Committee (DC) which he chairs and will appoint other key representatives of the District to the DC, as appropriate, to carry out DC activities. The Director of Building and Grounds and at least one Supervisor will be a standing member of the DC. The DC will meet at least quarterly and carry out the following tasks:

- Develop, review, revise, and assist with the implementation of the S&H Plan at school facilities;
- Develop, review, revise, and assist with the implementation of district safety and health policies and procedures;
- Develop, review, and revise emergency procedures to cover evacuations, hazardous material releases, fires, natural disasters (e.g., earthquakes, high winds, floods, hurricanes, thunderstorms, tornadoes, and water utility failure), man-made threats (e.g., violence, terrorist attacks, and bomb threats), medical and first aid emergencies, and handling of bodily fluids that may contain infectious pathogens;
- Develop, review, and revise procedures for reporting, investigating, and recording safety and health incidents involving treatment by licensed care professionals;
- Develop, review, revise, and assist with implementation of policies and procedures for addressing safety and health issues at structured learning experiences worksites;
- Develop, review, revise, and assist with implementation of policies and procedures that ensure safety and health issues are adequately addressed in all career and technical education programs and courses;
- Develop, review, revise, and assist with implementation of policies and procedures for eliminating safety and health hazards on a high priority basis;
- Inspect facilities to identify safety and health hazards;
- Evaluate the effectiveness of the S&H Plan and other S&H policies and procedures;
- Coordinate professional development training for staff and teachers regarding safety and health issues; and,
- Review safety and health inspection reports and incident reports.

In addition to the DC, the CSA will oversee the County Apprenticeship Coordinator who has responsibility for approving and coordinating apprenticeships with the county.

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

- Annually review maintenance job tasks to determine potential hazards inherent in

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

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

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

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

- Inspect school facilities to identify safety and health hazards;
- Initiate corrective action to eliminate safety and health hazards;
- Follow up on corrective action implemented to eliminate safety and health hazards to ensure the corrective action has been implemented;
- Review staff, teachers and student practices to ensure proper implementation of the S&H Plan;
- Review incident reports;
- Conduct incident investigations;
- Make recommendations to the Principal regarding improvements in safety and health policies and procedures;

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- Advocate for compliance with safety and health policies and procedures;
- Assist teachers, as needed, with job safety analysis of student tasks; and,
- Assist supervisors and teachers, as needed, with instructional improvements for addressing safety and health issues.

The West Orange High School Committee includes the Principal, Assistant Principal, Supervisor of Career Education & Library Science, Supervisor of Tech & Engineering, Head Custodian, School Nurse, CTE Teachers, SLE Coordinator, and a Student Representative.

The other school level committees include the Principal and/or Assistant Principal, School Nurse, Head Custodian, a Teacher, and a School Counselor.

As safety and health is a shared responsibility. The School Nurses, Supervisors, Teachers, Structured Learning Experience Coordinators, Students and Parents/Guardians must also follow safety and health policies and procedures. The following is a list of their responsibilities:

- School Nurses
 - Establish procedures for responding to incidents involving first aid and other medical emergencies;
 - Establish universal precaution procedures;
 - Assist with development of universal precaution policies;
 - Establish procedures for medical clearance associated with the issuance of respiratory protection;
 - Report medical incidents to the principal and others as assigned;
 - Follow procedures established for responding, investigating, reporting and recordkeeping associated with safety and health incidents;
 - Assist with the completion of incident reports; and,
 - Coordinate or conduct training on emergency medical procedures and universal precautions.
- Supervisors
 - Follow district policies, procedures, and the S&H Plan;
 - Develop curricula in cooperation with teachers that addresses career and technical education safety and health issues;
 - Assist the principal to ensure the S&H Plan is implemented in the district;

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- Participate in safety and health inspections and job safety task analyses; and,
- Provide administrative oversight to ensure teachers carry out assigned responsibilities.

- Work Based Learning Coordinators
 - Supervise students at WBL worksites only within the scope allowed by their credentials;
 - Place students at WBL worksites in compliance with federal and state child labor laws;
 - Review and approve WBL worksites prior to placement to ensure worksites are safe;
 - Develop and implement a training agreement in accordance with NJDOE requirements and guidelines following NJDOE model agreements available at the following website:<https://www.nj.gov/education/cte/secondary/wbl/>
 - Develop and implement a training plan establishing the goals, education and training objectives, and worksite activities of the WBL in accordance with NJDOE requirements and guidelines available at the following website:
[/www.nj.gov/education/cte/secondary/wbl/](http://www.nj.gov/education/cte/secondary/wbl/)

 - Inspect WBL worksites every 10th day the student reports to the worksite following the “NJ Model Worksite Visit Checklist for WBL and Cooperative Education Experiences” available at the following website: ;
[/www.nj.gov/education/cte/secondary/wbl](http://www.nj.gov/education/cte/secondary/wbl/)
 - Maintain records of training agreements, training plans, worksite inspections, and the formative and summative assessments being used by the district and worksite mentor to assess the student's progress in accomplishing the learning objectives that are identified in the student learning plan (See Appendix F – WBL Forms);
 - Follow district safety and health policies and procedures for SLE placements;
 - Ensure SLE students receive worksite specific safety and health training;
 - Investigate and implement corrective actions for each incident; and,
 - Report each incident according to the school district's procedures.

- Teachers

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

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- Report unsafe conditions and equipment to the classroom teacher immediately;
 - Report all incidents associated with safety and health to the teacher;
 - Wear all personal protective equipment as required;
 - Inspect all personal protective equipment prior to donning to identify defects;
and,
 - Use protective and safety equipment, tools, and machinery as they were
designed.
- Parent/Guardians
 - Develop an awareness of the safety and health policies, procedures and expectations in the student's career and technical education program;
 - Reinforce district safety and health policies and procedures;
 - Review district correspondence regarding career and technical education safety and health issues and respond as required;
 - Inform the school district of any unreported injury or illness resulting from a career and technical education incident and any related medical follow up.

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Figure 1: Organizational Structure for the West Orange High School Safety & Health Plan

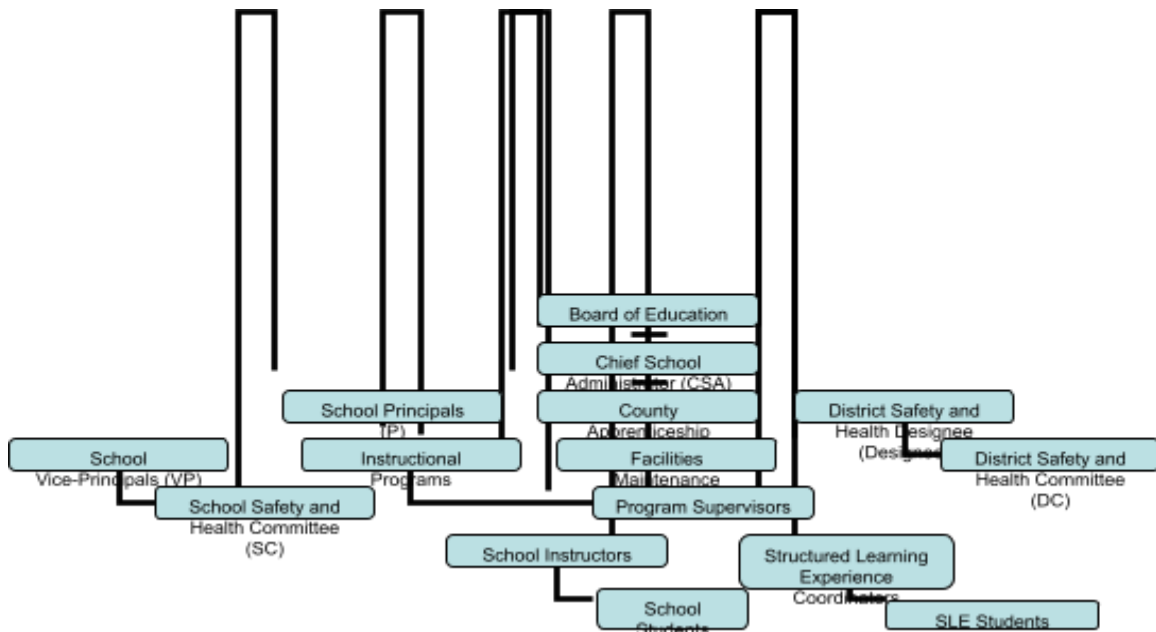


Figure 1 shows the organizational structure for the Safety & Health Plan.

The names and titles of the school district's key contacts for the plan are located in Appendix A.

5.0 Hazard Analysis Procedures

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

- Annual inspections by local fire inspectors (See Sample - Appendix H) ;
- Periodic insurance carrier inspections; (on file at Central Office)
- District and School Safety and Health Committees inspections; (on file at each school)
- Teacher inspections of classrooms at the beginning of each class (See Appendix D, Safety Inspection Manual); and,
- Work Based Learning coordinator inspections of WBL worksites. (See forms Appendix F)

The District Safety and Health Committee will conduct safety and health inspections of administrative offices located at 179 Eagle Rock Avenue, West Orange, NJ 07052, using the inspection checklist. (See Appendix B) By the end of each school year, all administrative offices will be inspected at least once. The DC will also review inspection reports conducted by the local fire inspectors and insurance carriers. Where inspections and/or inspection reports have identified hazards posing an unacceptable risk, corrective action will be implemented. Where unacceptable risks associated with instructional programs have been identified, this information will be communicated to the appropriate supervisor and instructors involved.

School Safety and Health Committees will conduct safety and health inspections of their school facilities located at each school building (list of schools section 1.0 page 5) monthly, also using the inspection checklist. (See Appendix B) By the end of the school year, all school facility areas will have been inspected at least once. Where inspections and/or inspection reports have identified hazards posing an unacceptable risk, corrective action will be implemented. Where unacceptable risks associated with instructional programs have been identified, this information will be communicated to the appropriate supervisor and instructors involved.

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

Finally, WBL Coordinators will conduct inspections of worksites prior to placement of any students and then every 10th day the student reports to the worksites using forms. The "Worksite Safety and Health Evaluation Guide" available at the following website: <https://www.nj.gov/education/cte/secondary/wbl/> will be used for the initial inspection. The "NJ Model Worksite Visit Checklist for WBL and Cooperative Education Experiences" available at the following website: <https://www.nj.gov/education/cte/secondary/wbl/> will be used for follow up

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inspections. Any significant hazard will be corrected such that no exposure can occur to students.

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

All users of PPE will be provided training on the proper care and maintenance of the PPE. Users of PPE will inspect the PPE prior to donning to identify any defects. Certification of Hazard Assessment Form and Conducting a Workplace Hazard Assessment Form are located in (Appendix I.)

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

Chemical inventories and maintenance of materials safety data sheets will be conducted following the procedures specified in the District Hazard Communication Program. A copy of the West Orange Chemical Hygiene Plan (See Appendix G) is available from the CSA, District Safety and Health Designee, and School Principals.

5.4 Procedures for job safety task analysis to identify potential hazards inherent in the way processes or operations are done

The Director of Buildings and Grounds or his/or designee will annually review maintenance and repair job tasks to determine potential hazards inherent in the way processes or operations are conducted. Where unacceptable risks are identified, corrective will be implemented. As part of this review, a workplace hazard assessment will be conducted to determine if hazards are present, or are likely to be present, which necessitate the use of use personal protective equipment (PPE). A written document will be created with the title "Workplace PPE Hazard Assessment" certifying the PPE workplace hazard assessment was conducted, the identity of the workplaces evaluated, the name of the person(s) certifying that the evaluation was conducted, and the date(s) of the hazard evaluation. This document will be maintained by the Director of Buildings and Grounds and is located at Central Office. (Appendix I)

Individual instructors in cooperation with their program supervisors will annually review student tasks in their instructional programs to determine potential hazards inherent in the way processes or operations are conducted. Where unacceptable risks are identified, corrective will be implemented. Where appropriate, instructors will incorporate jobs safety analysis results into student instructional programs. As part of this review, a workplace hazard assessment will be conducted to determine if hazards are present, or are likely to be present, which necessitate the use of use personal protective equipment (PPE). A written document will be created with the title "Workplace PPE Hazard Assessment" certifying the PPE workplace hazard assessment was conducted, the identity of the workplaces evaluated, the name of the person(s) certifying that the evaluation was conducted, and the date(s) of the hazard

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evaluation. These documents will be maintained by instructors or program supervisors. (See samples in Appendix I)

5.5 Maintenance and repair procedures for safety and health issues

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

Note: The District uses SchoolDude Work Order System which automatically updates work progress and provides a consistent avenue for service needs.

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

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

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

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

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

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

- Written and Practical Demonstration objective tests with a passing grade of 100%;
 - [Hot Glue Safety Test](#)
 - [Exacto/Utility Knife Safety Test](#)
 - [Fire Safety and Lift Test](#)
 - [Soldering Safety Test](#)
 - [Band Saw Safety Test](#)
 - [Chop Saw Safety Test](#)
 - [Combination Sander Safety Test](#)
 - [Drill Press Safety Test](#)
 - [Edge Sander Safety Test](#)
 - [Jointer Safety Test](#)
 - [Lathe Safety Test](#)
 - [Scroll Saw Safety Test](#)
 - [Spindle Sander Safety Test](#)

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- [Table Saw Safety Test](#)
- Culinary Arts Safety and Sanitation Test
 - Students are given the ServSafe Food Handler exam
- Teachers supervised performance tests;
- Continual observation of performance and behavior; and,
- The review and analysis of incidents whether serious or not.

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

7.0 Student Compliance with Safety and Health Procedures and Disciplinary Action

Students are required to follow safety and health procedures in the classroom and at SLE worksites. All deviations from acceptable practices included in written safety guidelines, or teachers instructions, are deemed a serious offense. As stated in our West Orange High School Student Handbook upon first offense, the student will be given a warning, and will be re-instructed by the teacher regarding safety policy and regulations. A second infraction requires teacher held detention. A third offense shall be reported in writing to the Assistant Principal and the parents notified. All students who continue to disregard safety and health policy and/or regulations, and demonstrate a clear and present danger to themselves or other classmates, shall, after due process, be removed from the course.

8.0 Emergency Procedures

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

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

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training program about the CMSSP within 60 days. The CMSSP is reviewed annually and updated as necessary. Changes to the CMSSP are communicated in writing to employees.

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

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

Note: An Emergency Operations Plan and Crisis Management Manual for each of the schools in the West Orange Public School District (listed in section 1.0, pg. 5) is located on the premises of each school. Sample Plans: WOHS Emergency Plan and Administration Building Plan (See Appendix J)

8.2 Bloodborne Pathogens and Universal Precautions

The district has a separate procedure for handling blood and bodily fluids using universal precautions in compliance with N.J.A.C. 6A:16-2.3 (e) and the OSHA Bloodborne Pathogens standard 29 CFR 1910.1030. The school nurse at each school has a copy of the Exposure Control Plan as required by 29 CFR 1910.1030. Universal precaution response kits are also placed in appropriate classrooms as needed. Training has been given by the school nurse who may be called on to administer first aid. [Bloodborne Pathogens PPT](#) (See Appendix K)

8.3 Emergency Medical Procedures and First Aid

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

1. Personnel must remain calm.
2. The instructor or person in charge should immediately contact the nurse/administrator or send two student for the nurse/administrator giving the
 - a. Location of person
 - b. Name of person

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

Detailed information for West Orange High School can be found in the [WOHS Teacher Handbook](#) located online and at West Orange High School.

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

9.0 Reportable Incidents and Accident Follow Up Procedures

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

1. Notify the Principal, School Safety and Health Designee, CSA, District Safety and Health Committee, School Safety and Health Committee
2. Notify the parent/guardian
3. Complete appropriate insurance forms and other district forms
4. Coordinate completion and submission of the NJ Department of Education Incident Reporting Form required by N.J.A.C. 6A:19-6.6. The form and Guidance Manual for completing the form can be found on the following website: <https://www.nj.gov/education/cte/secondary/wbl/>
5. Request an incident investigation be conducted by the District or School Safety and Health Committees
6. Complete the NJOSH-300 and NJOSH-300A forms as necessary per PEOSH requirements ([1 Office of Public Employees' Occupational Safety & Health PO Box 386, Trenton, New Jersey 08625 RECORDING AND REPORTING O](#)).

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

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

A complete list of programs and courses is attached. (See Appendix E) Instructors in cooperation with the program supervisors will develop program specific safety and health practices and procedures for their courses. The instructors will also develop and maintain a list of equipment in each program with a description of respective safety procedures and usage. Sample forms - (See Appendix E) Instructors will incorporate practices and procedures in their course curricula and include in their lesson plans specific learning objectives addressing safety and health issues, as necessary. In addition, a [safety contract](#) (See Sample in Appendix E) must be signed by the student and parent prior to working any tools in a shop or culinary arts room.

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

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

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

Copies of the policies, plans, and procedures are available through the CSA, Principals, Safety and Health Designee, District Safety and Health Committee, School Safety and Health Committee and located at the Central Office with the Buildings and Grounds Department.

West Orange School's Occupational Safety and Health Program Plan

Appendix A

West Orange School District Safety and Health Plan Key Contacts

(See Figure 1.)

Title	Name
Chief School Administrator	Hayden Moore
District Safety and Health Designee	Hayden Moore
District Safety and Health Committee Member #1	Michael Cimmino
District Safety and Health Committee Member #2	Tonya Flowers
District Safety and Health Committee Member #3	Connie Salimbino
District Safety and Health Committee Member #4	Eveny DeMendez
District Safety and Health Committee Member #5	Fil Santiago
District Safety and Health Committee Member #6	Nancy Mullin
School #1 Principal	Hayden Moore
School #1 Vice Principal	Lesley Chung
School #1 Safety and Health Committee Member #1	Michael Housel
School #1 Safety and Health Committee Member #2	Jeanina Abramo
School #1 Safety and Health Committee Member #3	Ryan DelGuercio
School #1 Safety and Health Committee Member #4	Rudy Petrella
School #1 Safety and Health Committee Member #5	Demond Cowins
School #1 Safety and Health Committee Member #6	Kaitlin Higgins
School #1 Safety and Health Committee Member #7	Nancy Mullin
School #1 Safety and Health Committee Member #8	Denise Werzen

Appendix B

New Jersey Department of Education Health and Safety Evaluation of School Buildings Checklist

Appendix C

District Forms

West Orange School's Occupational Safety and Health Program Plan

District Incident Report Form

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

West Orange School's Occupational Safety and Health Program Plan

District Incident Investigation Form

Incident Date:
Incident Time:
Incident Location:
Individuals injured or suffering illnesses:
Names of witnesses interviewed:
Extent of injuries or illnesses:
Description of incident:
Tasks/activities being conducted at the time of the incident:
Describe any unsafe acts:

West Orange School's Occupational Safety and Health Program Plan

Describe any unsafe conditions:
Identify the cause(s) of the incident:
Describe incident response actions:
Identify any incident response problems:
Corrective action taken:
Follow up action needed:
Date(s) of investigation:
Individual(s) conducting investigation

Note: Internal [Accident Report Form](#) is completed by teacher and reviewed by Supervisor for any accidents that occur. District Incident form must be filled out first.

Appendix D

Career and Technology Education Sample Inspection Forms

[Appendix D](#)

[Link to Rutgers School Safety Manual](#)

Technology and Engineering Department Activities

- Supervisor and Teachers complete [Safety Inspection Manual](#) for classroom/shop used for Tech Ed courses annually
- Machines are inspected annually by Supervisor, Teacher, and outside professional vendor
 - Inspection for school year 2023-2024 will take place Summer 2023
- Internal Safety Audits are performed and [Safety Audit Form](#) completed twice a school year to ensure instructors are maintaining clean and uncluttered facilities, students are following all safety rules of classrooms and shops, and proper safety test passed with 100% for students observed using machines
- Curriculums include safety units to instruct students on proper safety practices within the curriculum content areas
- Student [Safety & Eye Protection Form](#)
- Internal [Accident Report Form](#) is completed by teacher and reviewed by Supervisor or any accidents that occur.

Culinary Arts

- Sample [safety forms](#) from the Rutgers site.

Appendix E

List of Programs and Courses at West Orange High School

1. CTE Program: 120500 Culinary Arts
 - a. Introduction to Culinary Arts Level 1
 - b. Production and Culinary Arts Level 2
 - c. Global Cuisine 1
 - d. Global Cuisine 2
 - e. Creativity and Innovation in the Culinary Arts
 - f. Bakeshop
2. Other Courses
 - a. Auto shop
 - i. Auto 1
 - ii. Auto 2
 - b. Woodshop
 - i. Basic Woodworking
 - ii. Machine Woodworking
 - iii. Advanced Machine Woodworking
 - c. Electricity
 - i. Electricity: Circuits and Programming
 - ii. Basic Electricity
 - iii. Electronics

Appendix F

Work Based Learning

[Work Based Learning State Resources with Links to all forms](#)

- SLE Business/Agency Agreements
 - [Unpaid SLE](#)
 - [Paid SLE](#)
- [Cooperative Education Experience Non-Hazardous](#)
- [Cooperative Education Experience Hazardous](#)
- SLE Individualized Student Training Plans
 - [All SLEs \(Paid or Unpaid\)](#)
- [All Cooperative Education Experiences \(Non-Hazardous and Hazardous\)](#)
 - [Worksite Analysis Form](#)
- [SLE Worksite Evaluation – Updated February 2019](#)

Appendix G
Chemical Hygiene Plan

Appendix H

Fire Inspection Sample

Kelly Elementary School

Appendix I

PPE Hazard Assessment Forms

Job Safety Hazard Analysis Sample Forms

Personal Protective Equipment

Appendix J
Emergency Plan Samples

Appendix K

Blood borne Pathogens PPT

Appendix L

Board Policies

Sample