



DoDEA ADMINISTRATIVE INSTRUCTION 6055.01

DoDEA SAFETY PROGRAM

Originating Division:	Safety and Occupational Health
Effective:	November 27, 2017
Releasability	Cleared for public release. Available on the DoDEA Issuances Website at http://www.dodea.edu/Offices/Regulations/index.cfm
Incorporates and cancels:	DoDEA Regulation 4800.1 "Safety Program," March 6, 2001
Approved by:	Thomas M. Brady, Director

Purpose: This Issuance addresses the practices and procedures to be followed in the Department of Defense Education Activity (DoDEA) facilities to maintain a safe environment for employees, students and visitors. This Issuance creates new policy and clarifies existing laws or already established policy and describes the steps to accomplish specific actions in accordance with the references.

- This Issuance is in accordance with Department of Defense Issuance 6055.01.
- This Issuance provides direction for managers and supervisors to maintain a safe and healthy workplace/school environment.
- This Issuance provides direction on DoDEA requirements for employees in an effort to maintain a safe and healthy workplace/school environment.

TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION	7
1.1. Applicability.	7
1.2. Policy.	7
1.3. Information Collection.....	7
SECTION 2: RESPONSIBILITIES	8
2.1. DoDEA Director.	8
2.2. DoDEA Chief of Staff.	8
2.3. Chief Safety and Occupational Health Division.	8
2.4. Region Director of Student Excellence.....	9
2.5. District Superintendent.	9
2.6. District Safety and Occupational Health Specialist.	10
2.7. School Principal.	11
2.8. School Nurse.	12
2.9. DoDEA Employees.....	12
SECTION 3: SAFETY ADMINISTRATION	14
3.1. Accident/Injury or Sudden Illness.	14
a. Emergency Handling of Accidents/Injuries or Sudden Illness.	14
b. Medical Emergencies.....	14
c. Accident/Injury Report.....	14
d. Timeline for Submission of Accident/Injury Report.	14
e. Updating Accident/Injury Report.....	14
f. Authorized Access to the Accident/Incident Report System.....	15
g. Training for the Accident/Incident Report System.....	15
h. Accident Investigation.	15
i. Special Reporting Requirements.	15
j. Submission of a Director Critical Information Report.	15
3.2. Safety Inspections.	16
a. Inspections Required in DoDEA Facilities.....	16
(1) <u>Safety</u>	17
(2) <u>Fire</u>	17
(3) <u>Industrial Hygiene (IH)/Bioenvironmental (BE)</u>	17
(4) <u>Environmental Health</u>	17
b. Frequency of Inspections.	17
c. Disposition of Safety Inspection Reports.....	17
d. Inter-Service Support Agreement and Memorandum of Agreement.....	18
3.3. Recordkeeping.	18
a. OSHA Form 300 “Log of Work-Related Injuries and Illnesses”.	18
b. OSHA Form 300A “Summary of Work-Related Injuries and Illnesses”.	18
c. Annual Occupational Safety and Health Report.	18
d. Safety Training.....	19
e. Accident/Injury Reports, Catastrophic Events and Fatalities.	19
3.4. Hazard Tracking.....	19
a. Tracking.	19

- b. Corrective Actions 19
- c. Risk Assessment Codes..... 19
- 3.5. Job Hazard Analysis. 20
- 3.6. Performance Evaluations. 20
 - a. Managers..... 20
 - b. Employees..... 20
- 3.7. Safety Bulletin Board..... 20
- 3.8. Hazard Communication and Chemical Hygiene..... 20
- SECTION 4: SCHOOL SAFETY 21
- 4.1. Fire Prevention..... 21
 - a. Emergency Egress..... 21
 - (1) Door Chains..... 21
 - (2) Exits and Exit Signs. 21
 - (3) Natural Gas Odors..... 21
 - (4) Odors..... 21
 - b. Drills. 21
 - (1) Drill Record/Reports. 21
 - (2) Fire Safety Support..... 21
 - c. Appliances..... 22
 - d. Candles..... 22
 - (1) Theatrical use. 22
 - (2) Honor Society ceremonies. 22
 - e. Charcoal and Gas Grills. 22
 - f. Draperies and Wall Furnishings. 23
 - g. Decorations. 23
 - (1) Combustible Displays. 23
 - (2) Winter Holiday Decorations..... 23
 - h. Fire Extinguishers and Blankets. 24
 - i. Flame Retardant..... 24
 - j. Furniture..... 24
 - k. Extension Cords..... 24
 - l. Multiple Plug. 25
 - m. Daisy-Chaining Electric Power Strips. 25
 - n. Non-Permissible Devices..... 25
 - (1) Damaged Equipment Cords. 25
 - (2) Light Duty Two Wire Cords (14 gauge or less)..... 25
 - (3) Ground Adapters..... 25
 - (4) Triple Taps or Cube Taps..... 26
 - (5) Non-listed Devices. 26
 - (6) Scented Air-freshening Devices..... 26
 - o. Oxygen Cylinder..... 26
 - p. Storage. 26
 - (1) Halls and Stairs..... 26
 - (2) Electrical, Mechanical, and Boiler Rooms..... 27
 - (3) Kilns. 27

- (4) Chemical Storage..... 27
- (5) Gasoline or Diesel Fuel and Gasoline/Diesel Fuel-Powered Equipment..... 27
- (6) Storage..... 27
- 4.2. Introduction of Non-Curriculum Animals or Materials..... 27
 - a. Approval..... 27
 - b. Animals..... 28
- 4.3. Inclement Weather..... 29
 - a. Planning..... 29
 - b. Heat Stress..... 30
 - c. Reporting..... 30
- 4.4. Housekeeping..... 31
- 4.5. Sanitation..... 31
- 4.6. Pest Management..... 31
- 4.7. Personal Protective Equipment..... 32
 - a. General..... 32
 - b. Job Hazards Analysis..... 32
 - c. Personal Protective Equipment Maintenance..... 32
 - d. Training..... 32
 - e. Procurement of Personal Protective Equipment..... 32
- SECTION 5: FACILITIES SAFETY..... 33
- 5.1. Auditorium and Stage..... 33
 - a. General..... 33
 - b. Seating..... 33
 - c. Stage Lighting..... 33
- 5.2. Installed Facility and Portable Bleachers..... 33
 - a. Operation..... 33
 - b. Inspections..... 34
- 5.3. Boiler and Mechanical Rooms..... 34
 - a. General..... 34
 - b. Inspections..... 34
- 5.4. Doors..... 35
 - a. Accessibility..... 35
 - b. Visibility..... 35
 - c. Panic Bars..... 35
- 5.5. Electrical Outlets..... 35
 - a. Faceplates..... 35
 - b. Ground Fault Circuit Interrupters..... 35
- 5.6. Floors and Corridors..... 36
 - a. Inclement Weather..... 36
 - b. Signage..... 36
 - c. Storage and Placement of Equipment..... 36
- 5.7. Flora and Fauna..... 36
- 5.8. Kitchens..... 36
 - a. Fans..... 36

- b. Exhaust Hoods for Gas-Fired Equipment..... 36
- c. Portable Fire Extinguishers..... 36
- d. Screen Door Latches..... 37
- e. Grease Filters..... 37
- 5.9. Outdoor Athletic Facilities..... 37
 - a. Fields and Courts..... 37
 - b. Outdoor Equipment..... 37
 - c. Outdoor Athletic Facilities..... 38
- 5.10. Stairwells..... 38
 - a. General Safety..... 38
 - b. Display of Student Work and Decorative Materials..... 38
 - c. Lighting..... 38
 - d. Storage..... 38
- 5.11. Ventilation..... 38
 - a. General..... 38
 - b. Indoor Air Quality..... 38
- 5.12. Windows..... 39
 - a. Operating Windows..... 39
 - b. Window Latches..... 39
 - c. Window Protrusion..... 39
- 5.13. Ladders and Working at Heights..... 39
 - a. General..... 39
 - b. Procurement..... 39
 - c. Pre-use Inspection..... 39
 - d. Ladder Safety Precautions..... 40
 - e. Working At Heights..... 40
- SECTION 6: PLAYGROUNDS 41
 - 6.1. Playground Installation..... 41
 - a. Maintenance..... 41
 - b. Inspections..... 41
 - 6.2. Supervision and Safety Practices..... 41
 - a. Safety Rules..... 41
 - b. Monitoring Playground Activities..... 41
 - c. Mowing, Edging, and Landscaping Power Tools..... 42
- SECTION 7: HEARING CONSERVATION 43
 - 7.1. General..... 43
 - 7.2. Requirements..... 43
 - a. Potential Noise Risk Occupations..... 43
 - b. Determination of Risk..... 43
 - 7.3. Identifying Noise Hazard Areas..... 43
 - a. General Rule of Thumb..... 43
 - b. Noise Hazard Surveys..... 43
 - c. Signage..... 44
 - 7.4. Occupational Exposure..... 44
 - a. Exposed Employees..... 44

- b. Monitoring 44
 - (1) Baseline Audiogram 44
 - (2) Annual Audiogram 44
 - (3) Termination Audiogram 44
- c. Personal Protective Equipment 45

SECTION 8: MATERIAL HANDLING EQUIPMENT 46

- 8.1. General 46
 - a. Management 46
 - b. Operation 46
- 8.2. Maintenance 46
 - a. Maintenance 46
 - b. Inspection 46
- 8.3. Training 46

SECTION 9: TRAFFIC SAFETY 47

- 9.1. Traffic Safety 47
 - a. Informational Bulletins 47
 - b. Personal Protective Equipment 47
- 9.2. Pedestrians and Bicycles 47
 - a. Pedestrians 47
 - b. Bicycles 47
 - c. Skateboards 47
 - d. Listening Devices 47
- 9.3. Bus Safety 48
 - a. Local Coordination 48
 - b. Written Rules 48
 - c. Bus Safety Training 48
 - d. Loading/Unloading 48
 - e. Privately Owned Vehicles in Loading/Unloading Zones 48
 - f. Safety Assessment 48
 - g. Responding to School Bus Transportation Event 48
 - h. Accident Investigation 48
 - i. Child Safety Restraint System 48
 - j. Securing Wheelchairs 49

GLOSSARY 50

- G.1. Acronyms 50
- G.2. Definitions 51

REFERENCES 52

FIGURES

- Figure 1: AIR Matrix 16
- Figure 2: Dryer Fire Signage 22

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Issuance applies to the Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); (referred to collectively in this issuance as "DoDEA Region Directors for Student Excellence"); and all DoDEA Region, District, and Community Superintendents, School Administrators, Teachers, and Support Staff.

1.2. POLICY.

- a. It is DoDEA policy that all reasonable measures shall be taken to ensure a safe and healthy environment at DoDEA facilities and activities.
- b. All DoDEA employees shall report unsafe conditions so corrective action can be initiated.
- c. All DoDEA supervisors shall take appropriate action to investigate and resolve reports of unsafe conditions.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, Department of Defense (DoD), and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director:

- a. Establishes programs that prescribe and implement safety standards or regulations applicable to DoDEA. These standards shall promote a culture of safety to promote a safe and healthy educational and work environment for DoDEA students, staff, and visitors.
- b. Designates that the DoDEA Chief of Safety and Occupational Health Division is the senior qualified Safety and Occupational Health (SOH) person to manage such programs at no lower than one level under the Director.

2.2. DODEA CHIEF OF STAFF. The DoDEA Chief of Staff (CoS):

- a. Maintains oversight of the SOH Program through the Chief SOH.
- b. Ensures qualified SOH professionals are in place at the Headquarters (HQ) and district levels.

2.3. CHIEF SAFETY AND OCCUPATIONAL HEALTH DIVISION. The Chief SOH:

- a. Serves as principal DoDEA SOH advisor, accident prevention policy and program developer, performance monitor, and point of contact for all SOH matters.
- b. Develops and manages the DoDEA accident and injury prevention program.
- c. Develops and manages the DoDEA SOH program to comply with DoD and applicable U.S. and host nation safety requirements. In situations where the host nation requirement is more stringent, the District SOH specialist will inform the Chief SOH and procedures will be implemented at that level to comply with the more stringent requirement. In these instances, the more stringent requirement will apply to the DoDEA facilities being impacted.
- d. Evaluates the management, implementation, and effectiveness of the DoDEA SOH program.
- e. Prepares the annual SOH report to Office of Assistant Secretary of Defense (OASD), Engineering, Installations and Environment (EI&E).
- f. Ensures the Department of Labor's Occupational Safety and Health Administration (OSHA) Form 300, "Log of Work-Related Injuries and Illnesses" is maintained.
- g. Ensures the OSHA Form 300A, "Summary of Work Related Injuries and Illnesses" is prepared and signed by the Director DoDEA prior to the 1st day of February every year and then distributed to all DoDEA facilities for posting on the employee safety bulletin board.

- h. Manages the Accident/Injury Report (AIR) format and database.
- i. Reviews civilian compensation claims involving occupational injuries to ensure accidents and incidents are properly investigated and reported in accordance with applicable OSHA requirements.
- j. Analyzes and distributes prevention data from accident reports to applicable program managers.
- k. Ensures that safety is identified and integrated into all new construction, major modifications and design specifications.

2.4. REGION DIRECTOR OF STUDENT EXCELLENCE. The Region Director of Student Excellence (DSE):

- a. Verifies DoDEA facilities within the region are free of safety and health hazards through communication with the district superintendents.
- b. Complies with applicable Federal, DoD, and DoDEA safety regulations.
- c. Takes immediate action to notify the District SOH specialist assigned to cover their office per Section 2.6.c. of this Issuance of unsafe conditions brought to his/her attention.
- d. Designates a person to report work related accidents, injuries and occupational (environmental) illnesses to the District SOH specialist responsible for the Regional Office.
- e. Participates, or supports employees in attending safety activities.

2.5. DISTRICT SUPERINTENDENT. The District Superintendent (DS):

- a. Ensures DoDEA facilities within the district are free of safety and health hazards.
- b. Complies with applicable Federal, DoD, and DoDEA safety regulations.
- c. Coordinates with the District SOH specialist to take action to investigate reports of unsafe conditions and initiate corrective actions as appropriate.
- d. Works with District SOH specialist to ensure annual inspections are completed and takes appropriate action to correct identified deficiencies.
- e. Ensures funds are available to acquire and maintain appropriate protective and safety equipment for employees who have been identified at-risk of occupational exposure.
- f. Initiates action to ensure employees wear the protective safety equipment when required as part of the job.

g. Reports work related accidents, injuries and occupational (environmental) illnesses per current AIR reporting guidelines. Preparation and submission of the report may be delegated to a trained/authorized individual. However, the supervisor is to ensure the report is complete including corrective actions taken to prevent recurrence.

h. Participates or supports employees in attending safety activities.

i. Coordinates with the District SOH specialist to ensure safety hazards are identified and mitigated.

j. Coordinates with the District SOH specialist to ensure identified safety training is scheduled and documented. Safety training is dependent upon the job risk factors. A job hazard analysis (JHA) should be accomplished by working with the District SOH specialist. Refer to Section 3.5 of this Issuance for more details on a JHA.

2.6. DISTRICT SAFETY AND OCCUPATIONAL HEALTH SPECIALIST. The District SOH specialist:

a. Reports to the Chief SOH on all safety issues occurring within the area of responsibility. The District SOH is required to communicate and work ongoing safety issues through the DS and District CoS. Pertinent safety issues and serious injuries will require correspondence with the Region DSE and the Region CoS to keep them advised of the situation.

b. Serves as technical advisor to the Region DSE, Region CoS, DS and District CoS on all matters pertaining to safety and occupational health.

c. Implements and monitors the DoDEA safety programs, policies, and procedures within the District schools. The specialist assigned to the District closest to the Region office and Forward Integrated Support Team will service those facilities in addition to the District. In the event that this specialist is unavailable, the coverage will rotate to the other District SOH specialists as directed by the Chief SOH.

d. Assists employees on safety issues and works with managers/supervisors to identify and mitigate safety hazards. This includes conducting JHA as necessary.

e. Submits AIRs and follows up on reports being submitted for accuracy and completeness. Investigates reports, as necessary.

f. Maintains the OSHA Form 300 log for the district and ensures the OSHA Form 300A summary is submitted to DoDEA HQ for signature annually by January 15th.

g. Completes annual safety inspections within DoDEA facilities in their area of responsibility and tracks identified hazards.

h. Works with host installation safety offices and medical commands to ensure support for DoDEA personnel is in place, as necessary.

- i. Ensures the person designated as the school collateral duty safety person is trained in his/her responsibilities.
- j. Works with the school collateral duty safety person, who is responsible for attending the host installation safety meeting.
- k. Develops and conducts safety training as necessary.
- l. Verifies annually through the host installation that all schools in the District have a potable water supply that is being tested per current standards (e.g., lead, bacteriological, free available chlorine, pH, primary drinking water standards, and radionuclides).
- m. Coordinates with region facilities staff to verify DoDEA facilities are being tested for lead based paint as part of planning for projects and major renovations.

2.7. SCHOOL PRINCIPAL. The school principal:

- a. Ensures the school and other DoDEA facilities on school grounds are free of safety and health hazards.
- b. Complies with applicable Federal regulations, DoD, and DoDEA safety policies and guidelines.
- c. Designates a person to be the collateral duty safety person to work with the District SOH specialist on school safety issues. This person will be trained on their responsibilities by the District SOH specialist.
- d. Takes immediate action to investigate reports of unsafe conditions and initiate corrective actions as appropriate.
- e. Works with District SOH specialist to ensure annual inspections are completed and takes appropriate action to correct identified deficiencies.
- f. Ensures funds are available to acquire and to maintain appropriate protective and safety equipment for employees who have been identified at risk of occupational exposure.
- g. Initiates action to ensure employees wear the protective safety equipment when required as part of the job.
- h. Reports work/school related accidents, injuries and occupational (environmental) illnesses per current AIR reporting guidelines. Preparation and submission of the report may be delegated to a trained/authorized individual. However, the school principal is to ensure the report is complete including corrective actions taken to prevent recurrence.
- i. Participates or supports employees in attending safety activities.
- j. Works with the District SOH specialist to ensure safety hazards are identified and mitigated.

k. Ensures identified safety training is scheduled and documented. Safety training is dependent upon the job risk factors. A JHA should be accomplished by working with the District SOH specialist.

l. Ensures that a collateral duty safety person attends the host installation safety committee meeting and conveys identified issues impacting the school to the District SOH specialist.

m. Attends the Senior Mission Commander's installation safety meetings.

n. Maintains oversight of the automatic external defibrillators and identifies devices meeting life expectancy for replacement.

2.8. SCHOOL NURSE. The school nurse's responsibilities are delineated in the DoDEA Regulation 2942.01 and DoDEA Regulation 2720.1 in regards to emergency and health care.

2.9. DODEA EMPLOYEES. DoDEA employees:

a. Comply with all Federal, DoD, and approved DoDEA occupational safety and health standards, policies, and directives.

b. Use appropriate protective and safety equipment identified and provided by DoDEA supervisors.

c. Report all unsafe (or potentially unsafe) conditions to their supervisor as soon as possible.

d. Report all work related accidents, injuries, or occupational illnesses to the supervisor as soon as possible in order to meet accident/injury reporting requirements. This includes damage to government property even if no injury was sustained.

e. Complete safety training when identified as a risk factor in their job.

f. Take immediate action by removing a hazard (e.g., picking up loose papers from a floor or moving an object that might pose a slip, trip, fall hazard) when it is identified. If this is not possible or appropriate, then prevent access to the hazard area and notify supervisor of the problem. [NOTE: Nothing in this paragraph is to be construed as requiring any employee to risk his or her own safety or health to resolve a hazardous situation or to attempt any procedure that he or she does not have the physical ability and/or technical competence to accomplish.]

g. Employees working with students shall:

(1) Routinely instruct students in the safe handling of classroom equipment, tools, emergency procedures, and supplies.

(2) Prominently post applicable safety instructions/posters as visual safety aids for equipment and tool usage.

(3) Assist in instructing students in safe behavior while on school grounds, at school activities, or commuting to/from school.

(4) Report accidents/injuries occurring to students in their care while on school grounds or engaged in school activities off site to the school nurse within 24 hours. If a school nurse is not available, then the school principal shall be notified. Utilize the school's after-hours emergency contact list, if necessary.

(5) Maintain a safe environment in classrooms. Heat producing appliances and items with open or unprotected sources of heat/flame (e.g., candles used for decorative or mood establishing purposes), shall not be used in classrooms. Exceptions are items used as part of the curriculum (e.g. culinary arts, science laboratories, or art class).

SECTION 3: SAFETY ADMINISTRATION

3.1. ACCIDENT/INJURY OR SUDDEN ILLNESS.

a. Emergency Handling of Accidents/Injuries or Sudden Illness. School personnel are responsible for emergency handling of accidents/injuries or sudden illness (but not for subsequent treatment). Adequate facilities and a person or persons trained in cardiopulmonary resuscitation, first aid and the use of automatic external defibrillators will be available at each school site. First aid supplies approved and provided by the school nurse shall be readily available.

b. Medical Emergencies. The school nurse is responsible for ensuring the following two items are included in each school's Emergency Action Plan (in accordance with DoDEA Regulation 2720.1):

(1) Emergency services contact numbers.

(2) The procedure to procure needed medical services for injured or ill children when a parent or other person designated by a parent cannot be reached.

c. Accident/Injury Report. All AIRs involving employees, students, visitors and contractors occurring on DoDEA premises or associated with a DoDEA-sponsored activity are to be reported through the online AIR reporting system when they meet the following requirements (See Figure 1: AIR Matrix):

(1) Injury requires more than basic first aid.

(2) Loss of consciousness due to injury.

(3) Lost/restricted work/school days; includes inpatient hospitalization due to injury.

(4) Incident requires corrective action to prevent future injuries, even if no injury occurred at the time. This is considered a "near miss."

(5) Medical emergencies related to a medical condition (e.g., diabetes, seizures, asthma, panic attacks, influenza, etc.) do not get reported unless the condition was aggravated by an occupational or environmental condition within the DoDEA facility or sponsored activity, or the person was injured during the episode. If an ambulance is called for a medical condition described above, the incident should be documented as an office visit by the school nurse in the student information system.

d. Timeline for Submission of Accident/Injury Report. AIRs are to be submitted within five (5) work days unless they meet the special reporting criteria for employees in 3.1.e. of this Issuance. This allows time to gather details and to outline a plan for corrective action.

e. Updating Accident/Injury Report. AIRs are to be updated as additional information becomes available or corrective actions are identified/completed.

f. Authorized Access to the Accident/Incident Report System. Access to the AIR system is managed by the Chief SOH. The database of authorized users is updated at the beginning of each school year and school principals shall ensure that staff changes for personnel who prepare AIRs (e.g., school principal, assistant principal, school nurse, and administrative officer) are accurate. Problems with access should be directed to the District SOH.

g. Training for the Accident/Incident Report System. Training for the AIR system and how to complete the AIR is available on the DoDEA Employee Training Portal Web App.

h. Accident Investigation. All accidents shall be investigated to determine the degree of the hazard and appropriate action to be taken to resolve the hazard. The supervisor or school principal is responsible for ensuring these investigations are conducted and determining if higher level investigation is required.

(1) The District SOH will follow-up on accidents/injuries within his/her area of responsibility and coordinate with the host installation safety office, as appropriate.

(2) Investigations exceeding the capabilities of the District SOH specialist will be deferred to the host installation for assistance. The District SOH specialist will remain in contact with the investigator and remain up-to-date on the status of the investigation.

(3) Chief SOH shall be advised of all investigations requiring higher level involvement.

(4) All investigation reports and plans for corrective action, if needed, shall be uploaded into the AIR upon receipt.

i. Special Reporting Requirements.

(1) Within eight (8) hours, fatalities are required to be reported to HQ OSHA.

(2) Within DoDEA Americas, the following types of employee injuries are required to be submitted to HQ OSHA within twenty-four (24) hours and require notification to the DoDEA CoS via the Region DSE/DS as a Director Critical Information Requirements (DCIR):

(a) Amputation.

(b) Loss of an eye.

(c) Inpatient hospitalization.

j. Submission of a Director Critical Information Report. The DCIR is to be submitted as soon as the supervisor learns of the injury. The DCIR shall contain the following information:

(1) Location of the Incident (Name and Address of the School; include zip code).

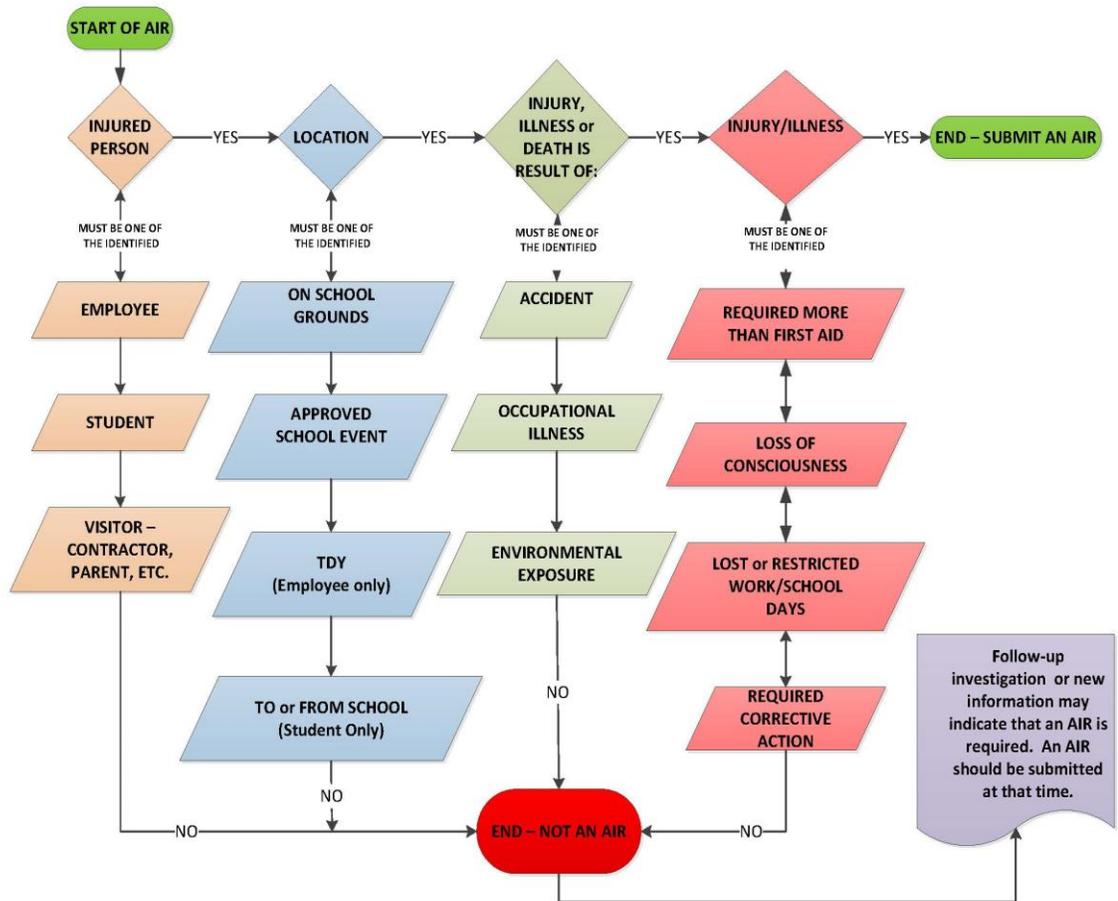
(2) Specific location of incident (e.g., loading dock, playground, classroom).

(3) Time of incident.

- (4) Type of incident (which of the above type of incident occurred).
- (5) Number of employees injured.
- (6) Name and contact information for employees injured and job titles.
- (7) Point of contact for report.
- (8) Brief description of the incident.

NOTE: This does not replace the requirement for the supervisor to write an AIR and submit it within the five (5) business days to provide details of the incident and corrective actions taken.

Figure 1: AIR Matrix



3.2. SAFETY INSPECTIONS.

a. Inspections Required in DoDEA Facilities. There are four (4) types of inspections related to safety and health that are required in DoDEA facilities. Supervisor or his/her

designated person should accompany the inspector. When coordinating the inspections, the local union representative should be invited to participate.

(1) Safety. At a minimum, this inspection requires an assessment that safe conditions exist in the entire facility. Also, the safety inspection should evaluate the conditions of the parking area and traffic patterns. Inspections should be conducted by the host installation safety office if memorandum of agreement is in place and by the District SOH specialist when it is not.

(2) Fire. This inspection shall consist of inspecting the entire facility to ensure that all fire and life safety codes are met and should be done by the host installation fire marshal or the fire department.

(3) Industrial Hygiene (IH)/Bioenvironmental (BE). These inspections are necessary to address issues involving indoor air quality, ventilation, hazardous noise, asbestos, ergonomic, and chemical exposure. This inspection is done by the host installation Industrial Hygiene (IH) department or the Bioenvironmental (BE) department.

(a) Indoor Air Quality issues may require special monitoring when they involve such issues as mold. School principals shall report these issues to their District facilities office, who can coordinate with the appropriate offices (e.g., district safety, host installation IH, public works, etc.). See Section 5.11.b. of this Issuance for additional information on indoor air quality.

(b) All remediation projects will follow current accepted protocols established in accordance with Environmental Protection Agency 402-K-01-001.

(4) Environmental Health. This is a sanitation inspection and focuses on areas where food is prepared and served. In addition, it investigates conditions that may lead to communicable disease or other public health issues. Environmental Health inspections usually involve microbiological testing of potable water and ice machines, determining presence of insect and rodent harborage or infestation, and other conditions that have adverse impact on public health. These inspections are done by the host installation preventive medicine department, veterinary service, or the BE department.

b. Frequency of Inspections. All inspections shall be coordinated through the school principal at the beginning of the school year to minimize disruption to student learning.

(1) Safety - Annual.

(2) Fire - Annual.

(3) IH/BE - Every two to three (2-3) years unless a problem is identified or a chemical fume hood is present in a science lab work station. Chemical fume hoods require annual evaluation to ensure air flow is correct and sash height is set to the proper height.

(4) Environmental Health - Monthly.

c. Disposition of Safety Inspection Reports. All safety inspection reports along with the status of the corrective actions or proposed plan of action are to be forwarded to the District SOH

specialist. School principals/supervisors will work with the District SOH specialist to ensure corrective actions are completed and tracked. All safety inspection reports are public record and will be made available to the employees and union representatives in accordance with Part 1910.1200 of Title 29, Code of Federal Regulations (also known as OSHA Hazard Communication Program).

d. Inter-Service Support Agreement and Memorandum of Agreement. Inter-Service Support Agreements (ISSA) or Memorandum of Agreements (MOA) shall be in place to provide support services covering safety, IH, fire protection, environmental health and occupational medical monitoring. Any funding requirements should be included in the ISSA/MOA.

3.3. RECORDKEEPING. The following records/reports are required to be maintained:

a. OSHA Form 300 “Log of Work-Related Injuries and Illnesses”. Employees who sustain a work related injury or illness and have an AIR on file will be entered on the OSHA Form 300. This data will be used to complete the OSHA Form 300A and the annual occupational safety and health report, which is submitted to OASD (EI&E).

- (1) Log is completed by Chief SOH for DoDEA HQ personnel.
- (2) Log is completed by the District SOH specialist for District/schools (and Region if within their area of responsibilities).
- (3) Master file will be maintained in DoDEA HQ.

b. OSHA Form 300A “Summary of Work-Related Injuries and Illnesses”. The OSHA Form 300A is required to be completed using the data collected from the calendar year and must be posted annually in all DoDEA facilities for employee viewing from February 1st to April 30th.

- (1) Director DoDEA will review and approve the summaries for HQ and the districts.
- (2) Summary for DoDEA HQ will be completed by Chief SOH.
- (3) Summary for the district/schools will be completed by the District SOH and forwarded to Chief SOH by January 10th.
- (4) Upon receipt, the school principals shall ensure the approved summary is posted on the employee safety board.

c. Annual Occupational Safety and Health Report. The annual OSHA report discusses the status of the agency/activity SOH program during the previous year and planned improvements for upcoming year(s). The report is sent to OASD (EI&E) where it is consolidated with other DoD agencies/activities and then sent to Department of Labor.

- (1) Report is prepared by Chief SOH for signature by Director DoDEA.

(2) Input is required from District SOH after discussion with DS.

d. Safety Training. All safety related training must be documented and maintained in a training file kept by the supervisor for at least three (3) years. The documentation must identify:

- (1) Subject of training.
- (2) Date of training.
- (3) Who was trained.
- (4) Trainer/instructor.

e. Accident/Injury Reports, Catastrophic Events and Fatalities. The information related to these events is historical in nature and is to be maintained for five (5) years at DoDEA HQ in accordance with Part 1904.33 of Title 29, Code of Federal Regulations.

3.4. HAZARD TRACKING. Identified hazards are required to be tracked from the time they are first identified until they are corrected.

a. Tracking.

- (1) Chief SOH will provide oversight of the tracking.
- (2) District SOH specialist will implement tracking and coordinate with the supervisor or school principal to ensure identified hazards are being corrected in a timely fashion.

b. Corrective Actions. Hazards will remain open until corrective actions are completed and documented by the District SOH specialist.

c. Risk Assessment Codes. Discrepancies identified during a safety inspection are assigned risk assessment codes (RAC) signifying the level of severity and the amount of time allowed to mitigate the hazard, or initiate interim control measures.

(1) RAC 1 - Imminent Danger, safety and health hazards must be abated or mitigated within 10 days of hazard identification.

(2) RAC 2 - Serious, safety and health hazards must be abated or mitigated within thirty (30) days of hazard identification.

(3) RAC 3 - Moderate, safety and health hazards must be abated or mitigated within ninety (90) days of hazard identification.

(4) RAC 4 - Minor, safety and health hazard must be abated within a reasonable time, but not to exceed twelve (12) months.

(5) RAC 5 - Minor safety and health hazard is more administrative in nature and must be corrected in a reasonable time and reported to the District SOH specialist.

3.5. JOB HAZARD ANALYSIS. A JHA is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. Supervisors can use the findings of a JHA to eliminate and prevent hazards in their workplaces. This is likely to result in fewer worker injuries and illnesses; safer, more effective work methods; and increased worker productivity. A JHA can be conducted on many jobs in the workplace. Priority should go to the following types of jobs:

- a. Jobs with the highest injury or illness rates.
- b. Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents.
- c. Jobs in which one simple human error could lead to a severe accident or injury.
- d. Jobs that are new to the operation or have undergone changes in processes and procedures. Examples would include new hazardous process in facilities maintenance or introducing a new laboratory experiment/procedure in the classroom not already approved by the principal.
- e. Jobs complex enough to require written instructions.

3.6. PERFORMANCE EVALUATIONS. DoDEA is required to establish procedures to evaluate an individual's performance in meeting assigned SOH responsibilities.

a. Managers. Evaluate the performance of any management official or supervisor in meeting his/her assigned SOH responsibilities and authority in accordance with the procedures of Volume 430 of DoD Instruction 1400.25. Performance of SOH duties and responsibilities must be appropriately considered in other personnel actions.

b. Employees. Failure to follow established SOH operating procedures can form the basis for adverse personnel actions.

3.7. SAFETY BULLETIN BOARD. DoDEA facilities shall display safety materials on bulletin boards to inform teachers, staff, and students of school safety programs. Commercial and/or student-prepared safety posters shall be prominently displayed in locations throughout the school. The use of other media tools is encouraged to disseminate safety information or literature such as the DoDEA webpage. The school principal/supervisor shall be responsible for ensuring the safety bulletin board is updated with information from SOH Division.

3.8. HAZARD COMMUNICATION AND CHEMICAL HYGIENE. DoDEA hazard communication and chemical hygiene safety is covered in DoDEA Administrative Instruction 4800.04.

SECTION 4: SCHOOL SAFETY

4.1. FIRE PREVENTION.

a. Emergency Egress. School principal is responsible to ensure daily inspections of building exits, corridors, stairways and exit pathways are clear and doors are not chained or blocked while the building is occupied.

(1) Door Chains. The use of padlocks, chains, interior crash bar locking devices and similar items to secure exit doors is strictly prohibited when the building is occupied.

(2) Exits and Exit Signs. All exit doors should be checked and documented daily to ensure the proper operation of the panic bar devices and clear access to the exit doors and beyond. All illuminated exit signs should be checked daily to ensure that lamps function properly and that nothing blocks the view of the signs. Do not prop open any fire door in the open position, unless held open with approval magnetic hold-open devices.

(3) Natural Gas Odors. If someone smells the odor of natural gas in the building, follow these procedures:

(a) Evacuate the building.

(b) Call the fire department by dialing 911 or the appropriate number used by the installation. The fire department has gas-detection instruments to determine the severity and source of the leak.

(c) Notify the local DoDEA Facilities Office (Facility Manger).

(4) Odors. If odors are detected outside the building, it is not necessary to evacuate the building. Evacuation is necessary only if the odors seep into the building. The local fire department will be notified by calling 911 or the appropriate number used by the installation.

b. Drills. Fire drills shall be coordinated with local fire officials to include proper evacuation procedures and simulation of actual conditions. In accordance with DoD Instruction 6055.06 and the National Fire Protection Association's (NFPA) code NFPA 1, at least one fire drill shall be conducted every month the facility is in session. More frequent fire drills may be scheduled during the school year when required by the local fire authority. Monthly fire drills can be suspended by the host installation fire marshal at times of inclement weather.

(1) Drill Record/Reports. School principal shall record and maintain a copy of the report of each fire drill at the school level for a minimum of one school year or in accordance with local host installation directives.

(2) Fire Safety Support. Fire safety education programs Pre-Kindergarten - grade 12 will be supported by classroom teachers to ensure all students are aware of basic programs, e.g., safe egress and "stop-drop and roll." The school will work with the host installation fire department to schedule training, as required.

c. Appliances.

(1) Heat producing appliances (e.g., toaster ovens, hot plates, coffee makers, or space heaters) and microwave ovens not required for use in the curriculum, are not allowed in classrooms, unless the teacher/staff member has medical documentation that specifically states the need to have a specific appliance. Heat producing appliances and microwave ovens have obvious safety hazards associated with their use and the potential for student injury. Students shall not be allowed to use heat producing appliances unless it supports the curriculum (e.g. culinary arts, science, or art).

(2) No personal appliances, which include donated appliances, are allowed in DoDEA facilities without the written approval of school principal. “Energy Star” appliances are preferred when available.

(3) All approved appliances used in food preparation/storage are to be maintained in a sanitary condition per Section 4.5 of this Issuance.

(4) Additional written approval is required by the DoDEA facilities manager so he/she may inspect the appliance to assure that it is UL Underwriters Laboratory (UL) certified for 110 volt circuits or Conformité Européenne -European Conformity Certificate (CE) certified for 220 volt circuits. This is to meet fire code requirements and to ensure that the proper electrical requirements exist to safely operate the appliance.

(5) Dryer lint screens are to be cleaned before and after each use to reduce the risk of fire. Signs shall be posted by each dryer to indicate such. (See Figure 2: Dryer Fire Signage)

Figure 2: Dryer Fire Signage



d. Candles. Candles are considered an open flame and are prohibited in schools.

(1) Theatrical use. Battery powered “candles” with a flickering flame effect shall be used in lieu of real candles.

(2) Honor Society ceremonies. The use of battery powered “candles” with a flickering flame effect is the preferred choice. If an open flame candle must be used for an outdoor event, the school principal shall consult with the host installation fire marshal.

e. Charcoal and Gas Grills. Cooking grills may be used only outdoors away from combustible materials and then only by DoDEA staff, faculty and parents. The grill should be

located so that it is a minimum of fifteen (15) feet from any building structure and is isolated from normal travel paths such as sidewalks. It should be positioned so that the person cooking cannot bump into the grill. The area around the grill should be protected with a physical barrier, such as temporary fencing or a ring of tables.

(1) When individuals finish using a grill, they must observe the grill until it has cooled to prevent accidental burns. Charcoal bags, lighters, matches, and lighter fluid must be returned to their proper storage location.

(2) Gas-fueled grills are preferable to charcoal because charcoal grills require careful disposal of the hot coals and ashes. When charcoal grills are used, the coals must be soaked with water when the cooking has been completed. The soaked coals should then be securely stored outside the school for twenty-four (24) hours before they can be placed in a dumpster for disposal.

f. Draperies and Wall Furnishings. School principals shall ensure all materials such as draperies, wall furnishings and carpets meet the criteria for public assembly areas outlined in the NFPA 101. Confer with local Fire Inspectors on the most up-to-date code requirements.

g. Decorations.

(1) Combustible Displays. Combustible displays in halls and classrooms must follow strict guidelines designed to keep displays away from doors, to prevent long continuous runs of combustible materials, to maintain clear visual contact with exit signs, and to prevent burning material from falling from above. Only twenty percent (20%) of the wall can be used for artwork and teaching materials if the building is not protected by automatic sprinkler system. This changes to fifty percent (50%) if the building is protected by an automatic sprinkler system.

(2) Winter Holiday Decorations. The decorating of room doors shall not be permitted if there is only one route of egress from the room. If there is more than one route for egress, then a door can be decorated. Natural trees shall not be permitted in school buildings because of the high potential for fire, allergies, and introduction of insects. Noncombustible artificial trees may be used if these guidelines are followed:

(a) Artificial trees must be kept away from heat sources and out of line of emergency egress.

(b) Artificial trees and other decorations must not be put up earlier than ten (10) school days before the start of the holiday vacation. Trees and decorations should be taken down prior students returning from winter break.

(c) All tree lights must bear the UL or CE certification.

(d) Tree lights may not be used on artificial trees with metal trunks or needles. Indirect lighting must be used in these cases.

(e) Tree lights and other electrical devices may be turned on only during occupied school hours.

(f) No exterior decorations are permitted that require any person to work on the roof or to use a ladder.

h. Fire Extinguishers and Blankets. Fire extinguishers are located throughout the school and considered emergency equipment. Only personnel familiar with the operation of the fire extinguisher should use the equipment. **STUDENTS ARE PROHIBITED FROM USING FIRE EXTINGUISHERS.** Fire blankets are located in areas where there is potential for ignition points such as science laboratories equipped with gas burners, mechanical rooms, and kitchens.

(1) Fire extinguishers are required to be checked and annotated monthly. The school principal, as required by local fire department, shall to ensure the following:

(2) Ensure the fire extinguisher is clearly visible.

(3) Ensure the fire extinguisher is not blocked.

(4) Determine if the plastic seal that secures the safety pin is unbroken.

(5) Check to make sure the proper charge is indicated by the pressure gauge.

(6) Look for signs of vandalism to the operating handle, hose and nozzle.

(7) Maintenance and replacement of the fire extinguishers is the responsibility of the District Facilities offices. Facilities may coordinate with the host installation or contract with an outside vendor to accomplish this task. Funding for this should be included in the annual budget process for the District offices. Used extinguishers or those that have met their life expectancy shall be replaced. All used/expired extinguishers shall be disposed of following the host installation waste disposal procedures.

i. Flame Retardant. A flame retardant is a chemical substance applied to combustible materials to retard the spread of fire. Permanent displays such as a collection of national flags or a commemorative quilt must be flame resistant. If the material is not inherently flame resistant, then it must be treated with a flame retardant. Some temporary-use items, such as stage scenery or haunted houses, must be treated with a flame retardant because of their potential to injure a large number of people should a fire break out. Records (i.e., manufacturing certifications) should be kept on file in the main office attesting to the application of the flame retardant for a particular item. These records will be maintained for as long as the items are installed or displayed in the facility.

j. Furniture. Personal furniture (items brought from home) is not permitted in DoDEA facilities, unless there is written notification for the need from a doctor. All furniture will be purchased in accordance with DoDEA procurement guidelines. When procuring office chairs, the purchaser shall ensure they have five legs with casters. Furniture will not be placed in a way that obstructs emergency equipment, fire panels or alarm boxes, egress routes, exit doors and emergency egress windows.

k. Extension Cords. Extension cords are intended for temporary installations, such as providing power to a projector that must be placed in the middle of the room for an instructional

presentation. They are not to be used as permanent power sources for equipment which must run continuously. Computer stations are considered permanent installations and should be located in classrooms so that they can be plugged into existing receptacles without the use of extension cords.

(1) Extension cords are not to be used in tandem with power strips.

(2) Cords shall not cross normal paths of travel unless they are placed under a cable bridge or taped down (temporary only) so they do not become damaged or act as a trip hazard.

l. Multiple Plug. It is recognized that in almost every classroom, the number of power cords for equipment will exceed the number of available wall receptacles. Power strips are acceptable for use in most situations; however, the power strips must be supplied by DoDEA and the supply person should work with the host installation Fire Marshal to verify the equipment is compatible with the host installation electrical system. Approved power strips must meet the following criteria:

(1) Grounded circuit receptacles and plugs must be three-wire-ground circuit protected.

(2) An on-off switch must be provided to de-energize the power strip without unplugging it. An indicator light is required to show when the power is on.

(3) Only power strips that contain their own circuit breaker will be used. This circuit breaker must have a trip rating less than 15 amperes. This device will shut off power to the circuit strip if it is overloaded or if there is an electrical short circuit.

(4) The circuit strip must have been tested by a recognized testing agency and bear a label attesting to its acceptance. Most electrical equipment will have the UL or CE mark.

m. Daisy-Chaining Electric Power Strips. “Daisy-chaining”, or connecting one power strip into another power strip or extension cord to extend the number of outlets to a location, is not allowed. Power strips are not designed for this excessive load and this action is considered a serious fire hazard.

n. Non-Permissible Devices. The following must not be used in schools for any purpose:

(1) Damaged Equipment Cords. Damaged equipment cords that have cut insulation or plugs with missing ground pins (i.e., fire or electrical shock hazard).

(2) Light Duty Two Wire Cords (14 gauge or less). Extension cords that have only two wires (and two prongs on the plug) are not grounded and lack full protection in the event of an electrical short circuit.

(3) Ground Adapters. Devices that allow a three-prong grounded plug to be inserted into a two-prong non-grounded receptacle circumvent protection from electrical shock. Some plugs such as those found on audio and video equipment lack the ground plug. This equipment is constructed so that the ground wire is not necessary. This method of protection is called “double insulation” and may be safely plugged into any two- or three-wire receptacle.

(4) Triple Taps or Cube Taps. These are devices that branch a single receptacle into three without the protection of a circuit breaker.

(5) Non-listed Devices. These are cords or electrical equipment that does not meet the standards of a recognized testing agency.

(6) Scented Air-freshening Devices. Scented Air-freshening Devices (e.g., Glade® Plug Ins, oil warmers, potpourri warmers or scented wax warmers) will not be allowed, or used, in schools. These items present a fire hazard. Additionally, they are known to irritate allergies, asthma, and other breathing issues of students and staff.

o. Oxygen Cylinder. The following precautions are required with any oxygen cylinder required by a student in the school community:

(1) Thoroughly review the manufacturer's instructions.

(2) Supervise the other students closely, keeping them away from adjustment valves and outlets.

(3) Secure the oxygen cylinder in an upright position.

(4) Keep oxygen away from direct heat and direct sunlight and at least ten (10) feet from open flames or equipment that may spark.

(5) Avoid the use of petroleum-based lubricants, including Vaseline, within ten (10) feet of the oxygen.

(6) Never do any of the following:

(a) Touch the frosted cylinder fittings.

(b) Attempt to repair or make adjustments to the equipment unless specified by the manufacturer.

(c) Force foreign objects into valve openings.

(d) Change the flow settings without a doctor's written permission.

(7) Students using oxygen will meet with the school nurse for orientation on the proper care of the equipment and DoDEA requirements listed above.

p. Storage.

(1) Halls and Stairs. The minimum requirement for the width of a school corridor is six (6) feet. Storage of any kind is prohibited if it impacts this width or impedes safe egress. Storage of any equipment or material is prohibited in stairwells or on stairs. The areas under stairs are particularly dangerous places to store combustibles because the smoke and heat of a fire will quickly gain strength due to the chimney effect of the stairwell and eliminate the escape route for upper floor occupants.

(2) Electrical, Mechanical, and Boiler Rooms. Do not store any item on top, or within thirty (30) inches of any electrical panel or transformer. Storage in any room labeled as a mechanical room or electrical room is prohibited.

(3) Kilns. Maintain an 18-inch clearance on all sides of ceramic kilns. Combustible items must not be placed within the 18-inch clearance, nor shall any combustible materials be mounted on the wall behind, nor above any kiln.

(4) Chemical Storage. All hazardous chemicals must be inventoried on an annual basis and stored in approved flammable/corrosive cabinets as appropriate per DoDEA Administrative Instruction 4800.04.

(5) Gasoline or Diesel Fuel and Gasoline/Diesel Fuel-Powered Equipment. Gasoline or diesel fuel must be stored in OSHA-approved safety cans that are equipped with self-closing caps. An approved safety can will have the Factory Mutual (FM) or UL certification. The capacities of the safety cans shall not exceed five (5) gallons. No more than twenty-five (25) gallons of gasoline and sixty (60) gallons of diesel fuel may be stored in safety cans outside an approved storage cabinet or room. Containers will be stenciled with the type and grade of fuel being stored in them.

(a) Gasoline or diesel fuel storage areas shall have a NFPA Hazardous Materials placard, in accordance with NFPA 704, with the highest hazard indicated on the placard, typically gasoline. Gasoline or diesel fuel storage areas shall not have pesticides, fertilizers or other oxidizing materials stored in the same room. Areas will be marked with signage “No Smoking within 50 Feet”.

(b) Gasoline or diesel fuel-powered equipment such as lawn mowers, weed trimmers, and snow blowers must be stored in sheds or exterior rooms that can be entered from outside the school. Rooms attached to the school must have solid masonry walls and cannot be connected to the main building's ventilation system. Detached storage sheds, which can be made of wood, are preferred.

(6) Storage. There shall be no storage within eighteen (18) inches (linear plane) from the bottom of a sprinkler head or twelve (12) inches from the ceiling in non-sprinkler equipped areas.

4.2. INTRODUCTION OF NON-CURRICULUM ANIMALS OR MATERIALS. This can result in potential health risk to DoDEA students, staff, and visitors. Examples would be animals such as mice, rats, guinea pigs, and rabbits that shed dander and enzymes that are sensitizing in nature and may cause allergic reactions immediately to sensitive individuals or over time as people become sensitized. Some animals shed diseases that have the potential for causing human illness, especially when proper hygiene standards are not followed. Also, rocks that are found in field trips may pose risk should they be exposed to elements that cause sudden decomposition or that may have physical properties that result in emitting harmful particles.

a. Approval. Any foreign item not issued by DoDEA shall have prior approval from the school principal before its introduction into the classroom. This approval is based on the direct

requirement by DoDEA curricular standards for the introduction of this object. The school principal should discuss any situations they are unsure of with the District SOH specialist.

b. Animals. It has become common to bring animals into the classroom to teach students about science. While this is encouraged by education professionals and science researchers, there are animal welfare concerns that must be taken into account. Therefore, the following may apply when considering bringing animals into a DoDEA classroom.

(1) No venomous animals are allowed in the classroom at any time.

(2) No dogs are allowed at schools or on school grounds unless they are an approved service or therapy animal, in accordance with Department of Justice Civil Rights Division, Disability Rights Section's July 12, 2011 guidelines, "ADA Requirements: Service Animals" found at https://www.ada.gov/service_animals_2010.htm regarding public access for service/therapy dogs, or a military working dog. Service animals for Federal employees in the workplace, services animals are permitted through the DoDEA Reasonable Accommodation Process.

(3) The animal must be certified by a licensed veterinarian that it is in good health and has the disposition to be around students. Written approval will be filed with school administrators for each school year. Animals in sealed containers or aquariums do not need approval by a veterinarian; it is recommended that periodic visits be made by the veterinarian to the classrooms with animals to ensure safe and healthy conditions. Many host nations require the animal to visit the veterinarian. The person bringing in the animal(s) is responsible for checking if local ordinances are complied with. For areas that do not have local ordinances, it is recommended that a veterinarian visit the school periodically to ascertain the potential risks.

(4) A plan is developed for procurement of the animal and ultimate disposition. Animals must not be captured from or released into the wild without the approval of the responsible wildlife and public health officials. Should the animal require euthanasia, it must be done by the veterinarian or a person trained in appropriate technique in accordance with current veterinary guidelines on animal euthanasia.

(5) The potential benefits and risks of animals in the classroom have been considered before the school principal grants approval.

(6) The school nurse and parents have been consulted to ensure that the animal will not cause allergic reactions or fright for students in the classroom.

(7) Parents or sponsors have been informed in writing and provided a forum to express their interest and concerns.

(8) Supervision should be provided by a person who is knowledgeable about and experienced with the health, husbandry, care, and handling of the animal species. The person should also understand applicable laws, regulations and policies pertaining to animal welfare.

(9) Teacher must ensure appropriate care/supervision for animals is to be provided daily, including weekends, holidays, and other times when school is not in session. This care must include:

- (a) Nutritious food and clean, fresh water.
- (b) Clean housing with space and enrichment suitable for normal species behaviors.
- (c) Temperature and lighting appropriate for the species.
- (d) Any personally-owned animal will be required to be taken home daily.
- (e) Cleaning of animal waste will not be tasked to custodial workers (either contract or government).

(10) Students and teachers must report immediately to the school nurse all scratches, bites, other injuries, and allergies or illnesses.

(11) Scientific experiments on animals must be preapproved and comply with the current federal animal welfare regulations in accordance with Section 495 of Public Law 99-158, DoD Instruction 3216.01 and the National Institute of Health Office of Laboratory Animal Welfare's Reprint 2015, "Public Health Services Policy on Humane Care and Use of Laboratory Animals." The school principal shall ensure that all plans for conducting an experiment with living animals are prepared in writing and approved prior to obtaining the animals.

4.3. INCLEMENT WEATHER. Inclement weather poses substantial risk to the safety and health of DoDEA students, parents, visitors, and staff. DS and school principals shall work closely with the host installation to quickly identify hazardous weather and assess the road conditions that would jeopardize safe operation of motor vehicles and school buses commuting to or from schools.

a. Planning. Plans for handling inclement weather situations shall be reviewed jointly with the school principal, district leaders, and installation officials at the beginning of the school year. Any deficiencies should be addressed and the plan should accomplish the following:

- (1) Ensure all employees are aware of policies and procedures.
- (2) Check all emergency equipment to ensure it is in good working order.
- (3) Establish safe access routes into and out of the building. This shall include the main entrance and entrances that are routinely utilized by the majority of people. Employees shall have a clear understanding that only the designated entrances shall be used in order to prevent accidents or injuries.
- (4) ISSAs reviewed to ensure that ice and snow removal is addressed and that there is clear understanding that parking areas, bus loading and unloading zones, and main entryways must be clear prior to arrival/departure of employees and students.

(5) Housekeeping shall have adequate signage to alert student, staff, and visitors of wet floor conditions. Floor conditions shall be monitored and methods to keep the floor dry shall be utilized.

(6) Rock salt or other ice melt will not be stored in exit doorways or in areas where students may come in contact with the corrosive substance. Gloves will always be worn when spreading ice melt.

b. Heat Stress. A high heat index usually occurs during the spring, summer, and autumn seasons and requires action for all outside activities, which includes work and athletic events, in an effort to prevent heat related disorders.

(1) School principals and staff responsible for planning or engaging in outside activities shall:

(a) Familiarize themselves with signs and symptoms of heat related disorders, especially heat stroke, which is a medical emergency.

(b) Encourage water-based fluid replenishment and a healthy diet for each person performing activities outside.

(c) Familiarize themselves with the host installation program to measure the heat index and methods used to communicate heat stress alerts. Contact the installation Air Force Bioenvironmental Engineering, Navy Occupational Safety and Health, Army Emergency Management or Command Post for the procedure to receive severe weather and heat index warnings.

(2) During periods of warm weather, schools should have a plan to initiate routine checks of the local heat stress advisories and comply with the host command lead.

(3) If outdoor heat index levels are high (>90°), outdoor school activities, especially strenuous activities including organized sports, may need to be suspended or moved indoors where the air conditioning provides a cooler environment.

(4) In the event of a facility's air conditioning being inoperable: If classroom air temperatures exceed 90°F (32°C), at a minimum, consideration should be given to moving students to cooler rooms or other appropriate areas, such as the auditorium, multipurpose room, library, or shaded outdoor areas. When possible, classes should be combined in air-conditioned rooms.

(5) If indoor air temperatures throughout a school are expected to exceed 90°F (32°C), at a minimum, for most of the school day, the school principal may make a request to the Community Superintendent to modify school hours or to cease operations and release the students.

c. Reporting. All accidents and injuries associated with inclement weather shall be reported per Section 3.1.c. of this Issuance. Problems with equipment, ISSAs, or housekeeping

requirements shall be handled through the appropriate office responsible. All unresolved issues pertaining to safety shall be brought to the attention of the District SOH specialist.

4.4. HOUSEKEEPING. Good housekeeping is one of the primary indicators of a safe environment. Clean and tidy operations present fewer hazards to students, staff, and visitors. All employees are responsible for the housekeeping in their assigned areas to ensure they are free of clutter and hazards that can injure themselves or others.

4.5. SANITATION. Proper sanitation is instrumental in prevention of public health disease, pest infestation, and safe operation of some equipment used in food preparation.

a. All food preparation areas and equipment will be properly cleaned after use. This includes such things as stoves, microwaves, cookware, and utensils.

b. All food storage areas, including refrigerators will be maintained free of spills, debris, and spoiled food. This is the responsibility of the users.

c. All sports equipment, which includes workout mats, wall padding, etc., should be cleaned with an approved EPA disinfectant on a regular basis to prevent diseases such as Methicillin-resistant Staphylococcus Aureus (MRSA).

d. Trash should be emptied on a daily basis to keep pest and odor issues at a minimum.

e. Mops should be hung with the head up to allow drying and eliminate pest harborage. Mops are to be replaced when they become damaged or take on a “sour” odor.

f. Toys, equipment, and work surfaces in occupational therapy spaces and Sure Start program shall be properly disinfected daily. Current guidelines can be found in the DoDEA Regulation 1307.01.

4.6. PEST MANAGEMENT. Pest management services may be contracted or provided by the host installation.

a. Whichever the case, a log will be maintained to identify:

(1) Pest problem identified.

(2) Date/time of treatment.

(3) Pesticide applied.

(4) Location where pesticide was applied.

(5) Amount of pesticide applied.

b. This information serves as a record and may be used in the event of an adverse reaction by an employee, student, or visitor.

c. Integrated pest management principles (limited use of chemicals) will be used whenever possible. Pesticide labels are required by law and copies of the label for any pesticide used in DoDEA facilities should be maintained on file with the master file of chemical safety data sheets. Pesticide application should be scheduled in advance and announced to staff and a note home to parents/guardians indicating the chemical to be used and the date of application.

4.7. PERSONAL PROTECTIVE EQUIPMENT.

a. General. Protective equipment, including personal protective equipment (PPE) for eyes, ears, face, head, and extremities, protective clothing, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.

(1) Where employees and students provide their own protective equipment, the supervisor shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.

(2) All PPE shall be of safe design and construction for the work to be performed.

b. Job Hazards Analysis. See Section 3.5 of this Issuance.

c. Personal Protective Equipment Maintenance. All PPE will be maintained and defective or damaged equipment shall not be used.

d. Training. The District SOH specialist or the supervisor shall provide training to each employee who is required by this section to use PPE. Each person required to wear PPE shall be trained to know at least the following:

(1) When PPE is necessary.

(2) What PPE is necessary.

(3) How to properly don, doff, adjust, and wear PPE.

(4) The limitations of the PPE.

(5) The proper care, maintenance, useful life and disposal of the PPE.

e. Procurement of Personal Protective Equipment. PPE necessary to perform work or curriculum activities shall be provided by DoDEA at no cost to employees or students. Purchasing of new or replacement PPE should be planned and submitted as part of the annual budget process.

SECTION 5: FACILITIES SAFETY

5.1. AUDITORIUM AND STAGE.

a. General.

- (1) Auditorium aisles and exits must be clear of chairs and other obstructions.
- (2) Stage area should be clear of discarded scenery, debris, and trash. Dressing rooms should be kept neat and clean.
- (3) Theater Arts rooms should be neat and clean with no unnecessary accumulation of paints, costumes, scenery, paper, or combustible stage paraphernalia.
- (4) Door to the control room and the access to the catwalk shall be locked except when they are in use.

b. Seating. Auditorium seats shall be fastened securely and shall function properly.

c. Stage Lighting. All lighting instruments must be securely mounted and be equipped with safety chains/straps.

5.2. INSTALLED FACILITY AND PORTABLE BLEACHERS.

a. Operation. Only staff members who are familiar on the safe operation and inspection of the bleachers may operate the bleachers. Each school shall have a minimum of two qualified staff members available to operate and inspect the bleachers. Students are not permitted to operate bleachers. Review the International Code Council's ICC 300-2012 and National Fire Protection Association's NFPA 102 for more on bleachers operations and safety.

- (1) Bleachers shall be opened to the full extent and aligned with floor limit marks.
- (2) Where applicable, bleacher side rails and handrails shall be inserted for the safety of spectators and to ensure that bleachers are properly extended.
- (3) Repairs to installed building bleachers shall be reported to district facilities manager by submitting a work order through the appropriate channel (e.g., School Dude[®]). Portable bleachers are considered equipment and not maintained/inspected by Facility Operations. The school using the portable bleachers will budget replacement, repairs, and inspections by establishing an ISSA with the host installation or hiring a local contractor to perform the work.
- (4) When necessary, bleachers shall be taken out of service until repairs are made.
 - (a) Equipment taken out of service shall be tagged and locked.

(b) Under no circumstances shall any person other than authorized facilities management staff members put installed building bleachers back into service or in any way operate them.

b. Inspections.

(1) In accordance with NFPA 102, the above designated school staff members shall inspect gymnasium bleachers each time they are opened for use and when they are closed.

(2) The designated school staff members shall inspect outdoor portable bleachers before and after each use, and at least monthly during summer months. The summer months inspections are required because the bleachers are accessible to the public even when not being used by the school.

(3) In accordance with ICC-300-2012, Facilities personnel shall inspect installed building bleachers at the beginning of each school year and midway through the school year for structural soundness and proper operation. Work orders shall be submitted for needed repairs in a timely manner. Schools shall notify the district facilities manager if conditions necessitate additional special inspections.

(4) All installed building bleachers shall be checked for integrity and safe operating condition by a Professional Engineer, Registered Architect, or manufacturer's representative every two (2) years. All reports of the inspection will be maintained on file as part of the historical records.

(5) Any modifications to the installed building bleachers recommended by the manufacturer for safety reasons shall be made only under the direct supervision of the district facilities manager.

5.3. BOILER AND MECHANICAL ROOMS.

a. General. Boiler rooms and rooms designated as electrical rooms shall be kept free of combustible materials. Only facilities personnel will have access to these rooms.

(1) All storage must be at least three (3) feet away from electrical panel boxes.

(2) Intake vents in mechanical rooms and electrical panel boxes must be unobstructed.

(3) Boiler room floors must be kept clear of grease, oil, and other slippery substances.

(4) Boiler rooms, electrical rooms, mechanical rooms, electrical switchboards, breaker boxes, and high voltage transformers shall be locked.

b. Inspections. Licensed inspectors must inspect steam boilers and pressure vessels every two (2) years. A current certificate of inspection showing the date of the last inspection shall be displayed. The following pressure vessels are exempted from pressure vessel inspections:

(1) Water Heater for hot water supply with less than 120 gallon/200,000 British Thermal Unit (BTU)/hour input.

(2) Pressure Vessel for air storage with less than 8 cubic feet (60 gallon)/175 pounds per square inch (psi) set pressure.

(3) Pressure Vessel for potable/industrial water supply with no steam coil/less than 300 psi and temperature not exceeding 210°F.

(4) Pressure Vessel for general air and water supply with less than one hundred and twenty (120) gallon.

5.4. DOORS.

a. Accessibility. Exit and entry doors shall be clear of obstructions. Doors and door frames shall be free of paper, decorations, and other combustible materials (Section 5 of this Issuance). **Exit doors must never be chained shut or locked with interior crash bar locking devices while the building is occupied. Fire doors and main exit doors are never to be propped open.**

b. Visibility. Full glass doors must have opaque stripes or distinguishing colors painted across them at eye level. Doors in heavy traffic areas and classroom doors should contain windows through which a person can see a person approaching from the other side. If doors have vision panels, they are to remain uncovered. When security reasons are a concern, classroom door vision panels shall comply with current security policies per Volume 3 of DoDEA Administrative Instruction 5705.01.

c. Panic Bars. School principal will ensure that panic bars are checked frequently to ensure proper operation.

5.5. ELECTRICAL OUTLETS.

a. Faceplates. All electrical outlets and switches shall have the proper faceplate installed. The faceplates are required to cover the entire outlet and prevent the insertion of fingers or other items into the outlet box. Damaged faceplates shall be replaced as soon as possible. Electrical outlets, except those with built-in protection, will be covered with protective caps in rooms used by Kindergarten, Sure Start, and Pre-school-aged children.

b. Ground Fault Circuit Interrupters.

(1) All outlets located within 1 meter of a water source (sink, faucet, unprotected exterior of building, etc.) shall be Ground Fault Circuit Interrupters (GFCI) protected.

(a) GFCI outlets can be independently installed by the water source, or;

(b) GFCI circuit breaker at the electrical panel. When installed at the circuit breaker, all protected outlets must be labeled to identify them as GFCI.

(2) DoDEA Facilities will replace or fix any GFCI outlets that are inoperable.

5.6. FLOORS AND CORRIDORS. Floors and corridors shall be maintained in good condition to reduce the risk of slips, trips, and falls. Conditions impacting safe transit across the floor (e.g., uneven surfaces, cracked tiles, loose rugs, wet surfaces, protrusions, etc.) shall be addressed with supervisors so proper action can be taken. Corridors shall not be used as storage areas for equipment such as copiers or printers. Furniture and supplies shall not be placed in the corridors where they inhibit safe egress or can become a trip hazard.

a. Inclement Weather. Floors must be kept dry. Water from rain and melted snow should be mopped or wiped up, paying particular attention to floors with a smooth terrazzo or mosaic finish in which there is no anti-slip mixture. Keep appropriate no-slip mats or entry rugs in position outside and inside all entry and exit doors in inclement weather.

b. Signage. Wet floors shall be either blocked and traffic directed to an alternate route or identified with wet floor signs/cones.

c. Storage and Placement of Equipment. Corridors must remain clear of obstructions to allow clear passage and emergency egress. Corridors are required to be six (6) feet in width and are not to be used for storage or for placing permanent equipment such as copiers that will infringe on this requirement at any time.

5.7. FLORA AND FAUNA. Any evidence of animal or insect harborage or activity occurring in or close to school buildings should be reported to the school principal so action can be taken to notify pest control. Some plants have poisonous properties and caution must be exercised when bringing them into a school environment where they can cause harm through contact or ingestion.

5.8. KITCHENS.

a. Fans. A wall or ceiling fan shall be protected with a guard if the periphery of the blades is less than seven (7) feet above the floor or working level. Fans should be positioned so that the airflow is straight down.

b. Exhaust Hoods for Gas-Fired Equipment. Hoods must be turned on when ovens are turned on. Exhaust hoods and filters must be kept clean. Hood systems and the integral fire suppression systems shall be inspected and serviced every six (6) months by a qualified contractor.

c. Portable Fire Extinguishers. All kitchens shall be equipped with a portable fire extinguisher. Fire extinguishers in kitchens equipped with an exhaust hood fire suppression system shall have an extinguishing agent that is compatible with the hood suppression system

agent. Kitchens equipped with vegetable oil fryers shall have a Type K portable fire extinguisher mounted within thirty (30) feet of the fryer. The kitchen manager is responsible for inspecting the extinguishers and ensuring that it is properly maintained. NFPA 10 standards for portable fire extinguishers should be followed.

d. Screen Door Latches. Kitchens equipped with screen doors for ventilation must meet the following requirements:

(1) If the door is not a required fire exit, the screen door may be secured with any type of latch. Required fire exits will be identified with an illuminated “EXIT” sign.

(2) If the door is a required fire exit, and the screen door is equipped with a panic bar, no other locks or latches can be installed. The door must open to the outside, in the direction of emergency egress.

(3) If the door is a required fire exit, and there is no panic bar installed, prior approval must be obtained from the host installation Fire Marshall before installing any latching mechanism.

e. Grease Filters. Grease and dirt shall not be allowed to accumulate on grease filters in order to avoid the risk of fire. Weekly cleaning is recommended. Filters that cannot be cleaned must be replaced. Cleaning should be done by the person responsible for the space.

5.9. OUTDOOR ATHLETIC FACILITIES.

a. Fields and Courts. Playing fields and courts must be kept clear of broken glass and debris, and asphalt courts must be maintained without significant cracks or depressions that would be likely to cause a tripping problem.

b. Outdoor Equipment. Outdoor equipment, backstops, goalposts, track and field hurdles, and fences must be kept free of defects. Athletic equipment, such as hurdles, football sleds, and benches, must be stored away from the activity area when not in use. The border around jumping pits must be flush with the ground, without protruding ends or raised edges.

(1) Portable soccer goals can be unsafe because they are unstable when they are either unanchored or not properly anchored or secured. These movable soccer goals pose a risk of tip over to children who climb on goals (or nets) or hang from the crossbar. Portable soccer goals must have warning stickers giving instructions to never climb on goals. All portable goals shall be either anchored or secured to prevent overturning when in use.

(2) After all play, portable goals (soccer, field hockey, or lacrosse) used on DoDEA athletic fields must be either properly stored off the athletic field using chains to mitigate any turnover risk or physically removed from DoDEA property. During the soccer competition season, portable soccer goals used on competition athletic fields (High School) can remain in place by being secured in the ground by utilizing auger/stake anchors or can be stored off the athletic field using chains to mitigate any turnover risk. Portable soccer goals must be properly stored off the athletic field using chains to mitigate any turnover risk after the season. Portable

soccer goals used on non-competition athletic fields (Middle School and Elementary School) must be properly stored off the athletic field using chains to mitigate any turnover risk after use.

(3) It is the responsibility of the local Athletic Director (at the High School level) or the local Physical Education teacher (at the Middle School and Elementary School level) to assure that soccer goals are secured while in use, secured in place, and/or stored off the athletic field using chains. It shall be the responsibility of the above DoDEA staff members to maintain the proper securing equipment (augers, stakes) and chains/locks for storing.

c. Outdoor Athletic Facilities. Concession stands, press boxes, storage buildings, ticket booths, and other outdoor athletic facilities at all DoDEA sites shall be inspected as part of the annual safety inspection. Recommendations resulting from this inspection will be given to the school principal in a written report. School principal will ensure work orders are submitted for repairs to real property. Any recommendation involving significant (immediately dangerous to life and health) structural, electrical, plumbing, or fire code violations must be corrected before the facility can be occupied or used. All outdoor storage buildings shall be secured.

5.10. STAIRWELLS.

a. General Safety. All stairwells and landings are to be kept clean and free of obstructions that may lead to slips, trips, and falls. Treads are to be fastened securely and replaced when damaged. Handrails must be kept in place and secured, never loose, or in need of repair. Stairwells shall be free of sharp projections or sharp edges.

b. Display of Student Work and Decorative Materials. Stairwells are common paths of travel/egress during emergencies and are to be free of material that can catch fire. All decorative materials shall either be non-combustible or flame resistant.

c. Lighting. All stairwells shall be well lit. No person who is carrying a load shall use a stairwell that is not well lit or where they cannot clearly visualize their footing.

d. Storage. Stairwells and landings shall not be used for storage. This includes any recessed areas that may be at the ground level of the stairwell.

5.11. VENTILATION.

a. General. The ventilation system is important for maintaining temperature and humidity levels within the facility. The system must be maintained in good operating condition and filters require cleaning or changing on a regular basis depending on the airborne particulate levels.

b. Indoor Air Quality. Children are especially susceptible to air pollutants even at low concentrations because children breathe a greater volume of air relative to their body weights. Also, school building occupants often include those who are allergic or asthmatic or have respiratory disease or suppressed immune systems that make them particularly susceptible to the effects of poor air quality. As a result, any inquiries or complaints related to air quality should be addressed in a timely manner. Indoor air quality issues should be brought to the attention of

the District SOH specialist for coordination with host installation industrial hygienist for further evaluation. See Section 3.2.a.(3) of this Issuance. Air freshener devices are prohibited. See Section 4.1.n.(6) of this Issuance.

5.12. WINDOWS.

a. Operating Windows. School principal will ensure that classroom windows should be checked periodically for easy opening. Students shall not be allowed to operate windows. Windows should be freed by using proper lubrication rather than by thrusting or pounding on them with the heel of the hand. The Facility Manager will be notified and a work order should be submitted for any problems identified with the safe operation of a window.

b. Window Latches. School principal will ensure that window latches are checked periodically to ensure proper working condition.

c. Window Protrusion. Windows opening into the classroom or walkway (inside or outside) should not protrude beyond the window sills.

5.13. LADDERS AND WORKING AT HEIGHTS.

a. General. When working at heights, all personnel are to use the appropriate step stool, ladder, or climbing equipment when having to work or climb to a height beyond their normal safe reach.

(1) The use of chairs, tables, benches, or similar furniture or equipment not intended for standing on is prohibited.

(2) All ladders, step stools, industrial stairs, and scaffolding used in DoDEA facilities, either by maintenance personnel, teachers, support staff, visitors, etc., will be maintained and operated in a safe manner.

b. Procurement. Ladders for commercial use must meet all American National Standards Institute (ANSI) standards.

c. Pre-use Inspection. All ladders, step stools, industrial stairs, and scaffolding shall be checked by the person using the equipment prior to each use to insure it is in good working condition and that there are no missing parts.

(1) Equipment which is not in good working condition shall be removed from service until it is repaired or replaced. If the item cannot be repaired, it will be destroyed to prevent inadvertent use and disposed of properly.

(2) Defective ladders must be tagged with “Do Not Use” or similar language that identifies them as defective.

(3) Any repair must restore the ladder to a condition meeting its original design criteria before the ladder is returned to use.

d. Ladder Safety Precautions. In accordance with Part 1926.1053 of Title 29, Code of Federal Regulations:(1) The top two steps of a stepladder and the top two rungs of a straight or extension ladder shall not be used for standing.

(2) Ladders shall be set-up on a flat, level surface.

(3) Ladders shall not be used horizontally as a platform, runway, or scaffold.

(4) Ladders shall not be placed on boxes, barrels, or other unstable bases to obtain additional height.

(5) Ladders shall not be loaded beyond the manufactures rated capacity.

(6) Standing ladders shall not be left unattended.

(7) Ladders shall be secured when not in use and unattended.

e. Working At Heights. The supervisor will evaluate all duties requiring working from heights above four (4) feet and provide necessary safety equipment, guidance and assistance for accomplishing those tasks.

(1) Personnel who are required to work at a height above four (4) feet are required to verify with their supervisor if fall protection is required to safely perform their assigned task.

(2) The supervisor is required to provide appropriate safety equipment to protect employees.

(3) Supervisors and employees shall follow current OSHA standards when working at heights. The District SOH specialist will be consulted prior to engaging in any work requiring DoDEA employees to wear safety harnesses or climbing equipment.

(4) DoDEA staff or a parent will be present and provide supervision when catwalks are present in a school and will be used by a student. The responsible adult will ensure safety precautions are followed. The District SOH specialist should be contacted for guidance when catwalks are present.

SECTION 6: PLAYGROUNDS

6.1. PLAYGROUND INSTALLATION. Installation of playground equipment must be approved by the Forward Integrated Support Team (FIST) Chief, Facilities. The “Handbook on Playground Safety” released by the Consumer Product Safety Commission will be followed unless the host nation requires more stringent guidelines. An appropriate shock absorbing ground cover shall be placed under the playground equipment to provide cushioning and proper drainage.

a. Maintenance. Playground equipment and areas beneath and around it shall be kept free of trash and sharp or dangerous objects, such as cans, broken glass, nails, etc. An adequate depth of ground cover should be maintained under equipment (eight (8) inches is recommended).

b. Inspections. The School principal shall establish procedures for daily inspection of all playground equipment to identify any part needing repair or replacement. Documentation of the inspections will aid in the tracking of recurring problems or maintenance response. All deficiencies will be submitted as a work order.

(1) An annual inspection of playgrounds by a certified playground inspector is required and is the responsibility of the District SOH specialist. The District SOH will coordinate any work orders with the facility manager.

(2) A careful inspection for dangerous animals (e.g., bees, wasps, snakes), especially during the spring and summer months, is necessary. Covered areas of play structures are ideal locations for nests. Schools shall coordinate removal of nest with the host installation pest management department or contracted service by submitting a work order. The playground will not be used until the threat has been removed by pest management.

6.2. SUPERVISION AND SAFETY PRACTICES. Adequate supervision, as prescribed by DoDEA Regulation 4210.01, on playgrounds must be provided at all times when students are using the equipment. The number of people required to supervise the playground is based on the ability to maintain full visual scan of the playground without having an obstruction to block the view. If the playground has equipment that hinders the view, then a minimum of two supervisors would be required to provide the full visual scan. The supervisor should look for children misusing equipment, attempting to perform unsuitable stunts, climbing on structures such as swings, and participating in general roughhousing. Adults supervising the playground should be equipped with a cell phone or portable radio supplied by DoDEA in case it is necessary to call for assistance.

a. Safety Rules. General safety rules for the entire playground area should be posted in classrooms and cafeterias and taught to children and staff members and periodically reviewed before recess begins.

b. Monitoring Playground Activities. Proper monitoring of playground activities requires the following:

(1) Review playground safety rules with students at the beginning of the school year and again after coming back from vacations and holiday breaks.

(2) Maintain full visual scan of assigned area. There should be no blind spots (blockage of view by equipment such as slides or climbing walls).

(3) Remain vigilant. Keep attention focused on the students. Do not engage in activity that would distract from duties (e.g., sit and read, converse with other adults, grade papers).

(4) Position oneself near high-risk equipment or activities to observe for unsafe behavior.

(5) Take immediate steps to stop unsafe behavior or action.

(6) Watch for students playing on equipment not designed for their age or physique. Direct the student to more appropriate equipment based on fitness and skill level.

(7) Remove objects which may cause injury (e.g., broken glass, sticks, broken toys).

(8) Report all broken or damaged play equipment so it can be taken out of service. If the situation warrants, secure the equipment immediately and do not allow students to play on the equipment until it is repaired.

(9) Communicate all accidents/injuries to appropriate staff responsible for providing first aid. Resume monitoring duty as quickly as possible.

(10) Report all unsafe conditions to the school principal.

c. Mowing, Edging, and Landscaping Power Tools. During periods when mowing, edging, and landscaping power tools are being used, activities on the field or on the playground shall be discontinued or moved. Landscaping power tools are capable of hurling rocks, glass, and other objects a hundred feet with sufficient force to cause serious injury. All mowing is required to be done with the deck guard down.

SECTION 7: HEARING CONSERVATION

7.1. GENERAL. The DoD considers hearing loss due to occupational exposure to be preventable and has established the DoD Hearing Conservation Program (HCP) as the governing instruction for managing the hearing conservation program within DoDEA. DSs and school principals shall become familiar with the contents of these policies. Any DoDEA employee identified at or above the occupational exposed limit to hazardous noise as a result of a sound level evaluation conducted by the host installation IH or BE Engineer shall be enrolled in the host installation HCP. Additional employees may be enrolled in the HCP based on IH or BE recommendations or as determined by the District SOH specialist.

7.2. REQUIREMENTS. Employees who are occupationally exposed to continuous and intermittent noise (20 to 16,000 Hertz) that have an eight (8)-hour time-weighted average noise level of 85 decibels A-weighted (decibel on the A scale (dBA)) or greater are to be included in the installation's HCP as specified by the references. A HCP is designed to protect the employees hearing by establishing a baseline audiometric exposure level, and then continuing to monitor the employees hearing over the course of their employment.

a. Potential Noise Risk Occupations. The following DoDEA occupations have been determined to have potential risk to elevated levels of noise:

- (1) Music Teachers.
- (2) Band Instructors.
- (3) Physical Education Teachers.
- (4) Maintenance Workers.
- (5) Ground/Yard Maintenance Workers.

b. Determination of Risk. A sound level survey or noise dosimetry conducted by an industrial hygienist must be done to support any risk of exposure.

7.3. IDENTIFYING NOISE HAZARD AREAS.

a. General Rule of Thumb. The general rule of thumb to determine if there is a noise hazard problem is having to raise your voice to communicate with another person standing two feet away from you.

b. Noise Hazard Surveys. When a suspected noise hazard condition exist, and personnel meet the exposure level identified in Section 5.2. of this Issuance, the following action must be taken:

(1) Coordinate with the host installation office responsible for conducting noise hazard assessments.

(a) Have a baseline sound level assessment conducted to determine if a risk is present.

(b) Once a baseline is established a follow up assessment is required every three to four (3-4) years unless the conditions change. A change in condition could be a change or modification of equipment, installation of acoustical dampening material, or discontinuing an operation, etc.

(2) If no risk is identified, no further action is required.

c. Signage. Any room identified as a noise hazard area must be posted with a sign indicating the hazard and that hearing protection is required. Power tools that are identified as producing high noise are to be labeled with a sticker identifying the hazard.

7.4. OCCUPATIONAL EXPOSURE.

a. Exposed Employees.

(1) If a noise hazard risk is identified, then all personnel exposed to the noise hazard environment must be enrolled in a hearing conservation program in accordance with DoD Instruction 6055.12.

(2) PPE must be procured and provided to the employee. This may require a reusable ear plug, or in the case of musicians, a specially designed ear plug is to be procured.

(3) PPE must be made available for anyone entering the area. This can be disposable foam ear plugs or ear muffs designed to dampen the noise level.

b. Monitoring.

(1) Baseline Audiogram. A baseline audiogram is required for any employee who is identified as being occupationally exposed to elevated levels of noise. New employees should have the audiogram prior to starting work in the noise hazard area. Monitoring is to be coordinated with the host installation Occupational Medical Monitoring office.

(2) Annual Audiogram. An annual audiogram is required as long as the employee is working in a noise hazard area.

(3) Termination Audiogram. A termination audiogram is required when the occupationally exposed employee leaves the position either due to transfer to another job where there is no longer noise hazard exposure, retirement, termination of employment, etc.

c. Personal Protective Equipment.

(1) Any DoDEA employee entering a known noise hazard area, no matter the reason or duration, is required to wear the appropriate hearing protection. Any employee who refuses to wear the appropriate hearing protection after being determined to have occupation risk may be administratively reprimanded.

(2) Hearing protection devices are to be maintained in good operating condition and shall be kept clean.

(3) Defective noise attenuation equipment should be identified and replaced as soon as possible. The lack of hearing protection due to replacement delays does not convey authority to disregard safety requirements.

(4) Disposable ear plugs should be in ample supply and readily available.

SECTION 8: MATERIAL HANDLING EQUIPMENT

8.1. GENERAL. Operation of powered industrial trucks (PIT) and material handling equipment (MHE) is a significant safety concern. During the movement of materials, there are numerous opportunities for injuries and property damage. Operations involving the use of both PIT and MHE are required to comply with all OSHA regulations regarding the use of this equipment in accordance with Part 1910.178 of Title 29, Code of Federal Regulations.

a. Management. Specific responsibilities for monitoring the effectiveness of this program are assigned to supervisors. The supervisor is responsible to conduct the following:

- (1) Coordinate employee training, and certify that all operators receive refresher training as needed.
- (2) Ensure only trained and qualified individuals use equipment.
- (3) Observe the operation of and correct any unsafe practices.
- (4) Ensure vehicles are properly inspected and maintained in a safe operating condition and records are maintained by Facilities.

b. Operation. Operators of PIT/MHE are responsible for:

- (1) Operating the equipment with caution in the way in was intended to be used.
- (2) Inspecting equipment at the beginning of each work shift and completing the appropriate inspection forms.
- (3) Reporting equipment defects and/or maintenance needs to their supervisors immediately.

8.2. MAINTENANCE.

a. Maintenance. All PIT/MHE must be maintained in accordance with manufacturer's instructions. Any industrial trucks not in a safe operating condition must be removed from service. Only authorized personnel will make all repairs. Maintenance logs will be kept up-to-date and located at the related school facility. Maintenance logs will be made available to the safety office as required.

b. Inspection. Comply with manufacturer instructions for all inspection intervals required of PIT/MHE.

8.3. TRAINING. Qualified trainers will be used to provide all training activities and written training records will be kept on all employees operating PIT/MHE.

SECTION 9: TRAFFIC SAFETY

9.1. TRAFFIC SAFETY. All DoDEA employees shall comply with the DoD and/or host installation policies pertaining to traffic safety. This includes restrictions on texting and use of cell phones while operating a vehicle.

a. Informational Bulletins. Informational bulletins on traffic safety provided by the DoD, host installation or the District SOH specialist shall be posted on the safety bulletin board where they are visible to employees, students, and visitors.

b. Personal Protective Equipment. All DoDEA personnel exposed to traffic hazards as a part of their assigned duties (e.g., administrators, teachers, crossing guards, student safety patrols, parents or students providing traffic control for special events, etc.) shall wear fluorescent or reflective protective equipment furnished by the school.

9.2. PEDESTRIANS AND BICYCLES.

a. Pedestrians.

(1) Separate pedestrian and motor vehicle traffic to the maximum extent possible and provide for adequate sidewalks, pedestrian crossings, handicapped access ramps, and bicycle paths to maximize safe traffic flow without jeopardizing pedestrian safety.

(2) Comply with host installation policies when walking in areas when paths or sidewalks are not available. Also, follow installation policies on use of fluorescent or reflective outer garments when walking in periods of darkness or reduced visibility.

(3) Include specific material on the effects of bicycling and pedestrian injuries and how to avoid them in the school curriculum for grades kindergarten through 12 and in educational materials for preschool age children and their caregivers.

b. Bicycles. Emphasize bicycle safety, including motorized or motor-assisted bicycle safety, with particular emphasis on proper maintenance and the use of lights and reflectors as well as the fit and use of bicycle helmets that meet or exceed Federal regulations.

c. Skateboards. Skateboards are not to be used on DoDEA school grounds. Skateboards are to be stored in lockers when feasible. Students are not to bring them into the classroom or leave them in the corridor where they have potential for becoming a trip hazard.

d. Listening Devices. Many installations prohibit the use of portable headphones, earphones, cellular phones, iPods®, or other listening and entertainment devices (other than hearing aids) while walking, jogging, running, bicycling, skating, or skateboarding on the installation. Comply with host installation policies regarding the use of personal listening devices.

9.3. BUS SAFETY.

a. Local Coordination. The student transportation office (STO) and school principals shall coordinate with local officials to develop programs to teach children school bus and pedestrian safety rules.

b. Written Rules. Schools, in coordination with the STO, shall provide written bus and pedestrian rules to students and parents at the beginning of each school year.

c. Bus Safety Training. School bus and pedestrian safety awareness sessions are to be conducted by school principal, their designated person or the STO at the beginning of each school year and as needed during the school year based on student behavior while in transit.

d. Loading/Unloading. School principal will ensure supervision of the loading and unloading of school buses.

e. Privately Owned Vehicles in Loading/Unloading Zones. If school grounds are designed with separate Privately Owned Vehicles (POVs) and bus loading/unloading zones, POVs shall not be allowed to operate within or through the designated bus loading and unloading zone during the regular operation of the school day. Fire lanes shall not be blocked. Coordinated assistance from military or civilian police for traffic enforcement is encouraged.

f. Safety Assessment. The STO shall ensure that a safety assessment is annually conducted and documented of school loading zones, bus routes and bus stops, or when a change occurs that could alter the safety environment of the zone, route, or stop. Assistance in conducting the safety assessment can be obtained from the District SOH specialist.

g. Responding to School Bus Transportation Event. The STO shall coordinate and assist school administrators in planning procedures to be followed when responding to a school bus transportation related event, for example, dispatch of personnel to an accident or incident site, actions to be taken at the site, information coordination/release, notifications procedures, etc.

h. Accident Investigation. The STO shall notify the District SOH specialist and together they shall investigate accidents, incidents, and injuries associated with student transportation services and report this data via an AIR.

i. Child Safety Restraint System. Vehicles used to transport pre-school children shall be equipped with seat belts. All children shall be in an appropriate Child Safety Restraint System (CSRS) for their age and weight in accordance with Federal, State, or host nation guidelines. Transportation contractors or the STO will provide CSRS that meet applicable Federal, State, or host nation guidelines. School buses that are specifically designed to transport school students in a compartmentalized environment are exempt. They are not required to place students in a CSRS unless specifically required by State, Region, or host nation guidelines.

j. Securing Wheelchairs. Vehicles used to transport students in wheelchairs shall be equipped with a securement system. The school bus driver is responsible to ensure that the student and wheelchair are secured for transport according to the manufacturer's guidelines for the particular wheelchair and for the specific securement system.

GLOSSARY

G.1. ACRONYMS.

AIR	accident/injury report
ANSI	American National Standards Institute
APP	application
BE	Bioenvironmental
BTU	British Thermal Unit
CE	Conformité Européenne (European Conformity certification)
CoS	Chief of Staff
CSRS	child safety restraint system
dBA	decibel on the A scale
DCIR	Director Critical Information Report
DS	District Superintendent
DSE	Director of Student Excellence
EI&E	Engineering, Installations and Environment
FIST	Forward Integrated Support Team
FM	factory mutual
GFCI	ground fault circuit interrupter
HCP	hearing conservation program
HI	heat index
HQ	headquarters
IH	industrial hygiene
ISSA	inter-service support agreement
JHA	job hazard analysis
MHE	material handling equipment
MOA	memorandum of agreement
MRSA	Methicillin-resistant Staphylococcus Aureus
NFPA	National Fire Protection Association
OASD	Office of Assistant Secretary of Defense
OSHA	Occupational Safety and Health Administration
PIT	powered industrial truck

PPE	personal protective equipment
POVs	privately owned vehicles
psi	pounds per square inch
RAC	risk assessment code
SOH	safety and occupational health
STO	student transportation office
UL	Underwriters Laboratory

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance.

ampere. A unit for measuring the rate at which electric current flows.

chemical fume hood. A type of local ventilation device that is designed to limit exposure to hazardous or toxic fumes, vapors or dusts.

dosimetry. Measurement of the average noise levels exposed to during a work shift.

egress. A place or means of exit.

heat index (HI). An index number that combines air temperature, solar radiation and relative humidity to define the human-perceived equivalent temperature. Also known as “apparent temperature” or “effective temperature”.

radionuclides. Radioactive material.

REFERENCES

- Code of Federal Regulations, Title 9, Chapter I, “Subchapter A - Animal Welfare”
- Code of Federal Regulations, Title 29, Part 1904.33, “Recording and Reporting Occupational Injuries and Illness”
- Code of Federal Regulations, Title 29, Part 1910.178, “Powered industrial trucks”
- Code of Federal Regulations, Title 29, Part 1910.1200, “Hazard Communication”
- Code of Federal Regulations, Title 29, Part 1926.1053, “Stairways and Ladders”
- Consumer Product Safety Commission, “Public Playground Safety Handbook,”
December 29, 2015
- DoD Instruction 1400.25, Volume 430, “Performance Management”, August 5, 2014
- DoD Instruction 3216.01, “Use of Animals in DoD Programs,” September 13, 2010
- DoD Instruction 6055.01, “DoD Safety and Occupational Health Program,” October 14, 2014
- DoD Instruction 6055.06, “DoD Fire and Emergency Services (F&ES) Program,”
December 21, 2006
- DoD Instruction 6055.12, “DoD Hearing Conservation Program,” December 3, 2010
- DoDEA Administrative Instruction 4800.04, “Hazard Communication and Chemical Hygiene Program,” June 23, 2016
- DoDEA Administrative Instruction 5705.01, Volume 3, “DoDEA Force Protection Program: Physical Security,” February 7, 2017
- DoDEA Regulation 1307.01, “Sure Start Program,” April 9, 2017
- DoDEA Regulation 2720.1, “DoDEA First Aid and Medical Care,” September 8, 2003
- DoDEA Regulation 2942.01, “School Health Services,” September 2, 106
- DoDEA Regulation 4210.01, “Playground Management Program,” December, 2009
- Environmental Protection Agency 402-K-01-001, “Mold Remediation in Schools and Public Buildings,” September 2008
- International Code Council, ICC 300-2012, “Bleachers, Folding and Telescopic Seating and Grandstands: American National Standard,” August 17, 2011
- National Fire Protection Association, NFPA 1, “Fire Code,” 2015 edition
- National Fire Protection Association, NFPA 10, “Standard for Portable Fire Extinguishers,” 2013
- National Fire Protection Association, NFPA 101, “Life Safety Code,” 2015 edition
- National Fire Protection Association, NFPA 102, “Standards for Grandstands, Folding and Telescopic Seating, Tents and Membrane Structures,” 2016 edition
- National Fire Protection Association, NFPA 704, “Standard System for the Identification of the Hazards of Materials for Emergency Response,” 2017 edition
- National Institute of Health, Office of Laboratory Animal Welfare, “Public Health Services Policy on Humane Care and Use of Laboratory Animals,” Reprint 2015
- Public Law 99-158, Section 495, “Health Research Extension Act of 1985: Animals in Research,” November 20, 1985
- OSHA Form 300, “Forms for Recording Work-Related Injuries and Illnesses,” current

U.S. Department of Justice, Civil Right Division U.S. Department of Labor, Disability Rights Section, “ADA Requirements: Service Animals,” July 12, 2011, https://www.ada.gov/service_animals_2010.htm

U.S. Department of Labor, OSHA Form 300A, “Summary of Work Related Injuries and Illnesses,” current