Glassboro Public Schools

MEMO

To: Al Lewis

From: Michael Sloan

Date: 10/17/2025

Re: Safety Programs

Recommend that the Board of Education approve the *Electrical Safety Program*, *Hazard Communication Standard*, *Lockout/Tagout (LOTO) Program*, and *Mold Management Plan* for Glassboro Public Schools, as attached, in accordance with OSHA/PEOSHA requirements. These programs are designed to ensure the health and safety of all staff and students by meeting or exceeding regulatory standards established by the Occupational Safety and Health Administration (OSHA) and the Public Employees Occupational Safety and Health Administration (PEOSHA). Approval of these plans supports ongoing compliance with state and federal safety regulations and demonstrates the district's commitment to maintaining a safe learning and working environment.

- Electrical Safety Program
- Hazard Communication Program
- Lockout/Tagout (LOTO) Program
- Mold Management Plan

(attached)

Glassboro Board of Education

Electrical Safety Program

Updated and Board approved on

Glassboro Board of Education
ELECTRICAL SAFETY PROGRAM

TABLE OF CONTENTS

1.0 Purpose

The purpose of this program is to establish minimum standards to prevent hazardous electrical exposure to personnel and ensure compliance with regulatory requirements applicable to electrical systems. Working on equipment in a de-energized state is required unless de-energizing equipment introduces an increased hazard or is infeasible. This program is designed to help ensure that energized electrical work at the Glassboro Board of Education is performed safely by authorized employees, who are trained and provided with the appropriate safe work procedures, protective equipment and other controls. The program is intended to ensure the employees are protected against electrical shock, burns and other potential electrical safety hazards as well as comply with regulatory requirements. It does not, however, cover all requirements related to installation methods and procedures specifically learned through an electrician apprenticeship program.

2.0 Scope

This program applies to all qualified and non-qualified personnel working on or near energized electrical equipment or systems (50 volts or more), their supervisors and managers.

3.0 Responsibilities

The goal of the electrical safety program is to ensure that all employees understand the hazards associated with electric energy and are capable of performing the necessary steps to protect themselves and their coworkers. Primary responsibilities include:

- Hazard identification
- Training
- Reporting/correcting safety hazards

3.1 Supervisors and Facilities Management Responsibilities

Supervisors and managers of persons performing electrical work must be knowledgeable about the work to be performed and the hazards involved to determine who is qualified to perform the work.
Supervisors and Facilities Management are also responsible for:

- Determining which employees are Qualified High Voltage Electrical Workers and are allowed to work on energized systems. This process involves informal "certification" of the individual by another Qualified High Voltage Electrical Worker based upon observation of their safe work practices, knowledge level and familiarity with the tools and equipment for performing energized electrical work on high voltage systems, and documentation of the required two years of training and experience;
- Creating a Hazard Assessment and Standard Operating Procedure (SOP) for High Voltage Activities with a Qualified High Voltage Electrical Worker;
- Review and/or write switching procedures in conjunction with the high voltage electrical contractor;
- Ensure staff are trained, qualified, and authorized to work on electrical equipment;
- Conduct periodic hazard analysis of work areas; Correct identified safety hazards;
- Ensure appropriate Personal Protective Equipment is provided to authorized or qualified staff who work with electrical equipment.

3.2 Environmental Health and Safety (EHS) Responsibilities

- Interpreting the standards and regulations as they apply to work being performed on campus;

- Performing program implementation review on an annual basis on all electrical work including lockout/tagout procedure for specific equipment, and high voltage switching procedures written by Facilities Management or their high voltage electrical contractors;
- Partnering with Facilities Management and other departments on campus who perform high voltage work;
- Assisting in the coordination of appropriate training for Qualified High Voltage Electrical Workers and Authorized Lockout/Tagout Persons;
- Provide assistance in identifying electrical safety issues;
- Review electrical equipment safe operating procedures as necessary

3.3 Qualified Electrical Worker Responsibilities

Qualified High Voltage Electrical Workers who perform energized electrical work on equipment or systems operating at greater than 600 volts must be able to:

- Understand how to use special tools and special work procedures for greater than 600 volts;
- Know the clearance requirements for high voltage equipment, barrier and barricading requirements;
- Understand special hazards associated with high voltage equipment;
- Understand special procedures and tools for extracting personnel from energized circuits and providing rescue and must maintain current resuscitation certification, and;

4.0 Definitions

Confined space – An enclosed space which has limited egress and access, and has an atmospheric hazard (e.g., explosive atmosphere or asphyxiating hazard) and/or other serious safety hazards (e.g., electrical hazard).

Current – (measured in amps/amperage) Term used to describe electric flow. It is current that can cause electric shock.

Damp location – Partially protected locations subject to moderate degrees of moisture, such as some basements.

De-energized – Electrical devices that are disconnected from all energy sources including direct electric connections, stored electric energy such as capacitors, and stored non-electrical energy in devices that could re-energize electric circuit parts.

Energized electrical work – Repair, maintenance, troubleshooting, or testing on electrical circuits, components, or systems while energized (i.e., live). Only Qualified High Voltage Electrical Workers are permitted to work on energized circuitry of 50 volts/25 amps to ground or greater.

Energy source – Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Exposed electrical parts – Energized parts that can be inadvertently touched or approached nearer than a safe distance by a person. Parts not suitably guarded, isolated, or insulated. Examples include terminal contacts or lugs, and bar wiring.

Ground fault circuit interrupt (GFCI) – A device whose function is to interrupt the electric circuit to the load when a current to ground exceeds a predetermined value that is less than that requires to operate the over-current protective device of the supple circuit. Tested annually.

Ground – A conducting connection, whether intentional or accidental, between an electrical circuit or equipment and the earth or to some conducting body that serves in place of the earth.

Hazardous location – An area in which an airborne flammable dust, vapor or gas may be present and would represent a hazard if a source of ignition were present (see National Fire Protection Association (NFPA) Class I & II and Division 1 & 2).

High Voltage – Electrical systems or equipment operating at or intended to operate at a sustained voltage of more than 600 volts.

Interlock – An electrical, mechanical, or key-locked device intended to prevent an undesired sequence of operations.

Isolating switch – A switch intended for isolating an electric circuit from the source of power. It has no interrupting rating, and is intended to operate only after the circuit has been opened by some other means.

Life safety equipment – Equipment that provides critical protection for safety in the event of an emergency or other serious hazard. Life safety equipment, which is electrically energized, should be worked on using Energized Electrical Equipment (EEW) procedures to ensure that the protection provided by the equipment is not lost (e.g., fire alarm and evacuation).

Lockout/Tagout – A standard that covers the servicing and maintenance of machines and equipment in which the unexpected re-energization of the equipment or release of stored energy could cause injury to employees. It establishes performance requirements for the control of such hazardous energy.

Low Voltage – Electrical systems or equipment operating at or intended to operate at a sustained voltage of 600 volts or less.

Personal Protective Equipment (PPE) - PPE used for electrical work shall comply with the standards given in Table 130.7 (c) (8) of NFPA 70E, Standard for Electrical Safety in the Workplace. (See Appendix A)
A flash hazard analysis shall form the basis of PPE selection or NFPA 70E Table 130.7 (c) (10)

Qualified Electrical Worker – A qualified person who by reason of a minimum of two years of electrical training and experience with high voltage circuits and equipment and who has demonstrated by performance familiarity with the work to be performed and the hazards involved. Only a Qualified Electrical Worker is allowed to work on energized conductors or equipment connected to energized high voltage systems. With the exception of replacing fuses, operating switches, or other operations that do not require the employee to contact energized high voltage conductors or energized parts of equipment, clearing trouble or emergencies involving hazard to life or property, no such employee shall be assigned to work alone.

Qualified Worker – one who has skills and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training on the hazards involved.

Resistance – The ease with which electricity flows through the material (conductor). Materials (conductors) with higher resistance properties can become hot. (Measures in ohms)

UL – Underwriters laboratories is an independent product safety testing and certification organization.

Voltage – Electric potential or potential difference assigned to a circuit or system expressed in volts.

5.0 Program Components

5.1 Hazard Assessment and Standard Operating Procedures (SOP's)

Qualified employees must assess the tasks to be performed and note whether the work can be performed with the equipment in the de-energized state, as described below. The equipment manual, as well as personnel who are experienced with the equipment, shall be consulted for assistance in making these determinations. When work on equipment must be performed while energized, qualified employees must follow the procedures for energized electrical work as described in this program.

All employees use electric powered equipment and systems throughout the campus. Whether in an office, lab or workshop, electricity is used continuously, usually without incident.

Voltages as low as 12 volts can be dangerous. When working with or around electrical equipment, one may inadvertently become part of an electrical circuit. Only trained and authorized or qualified individuals should do any repair or work on electrical equipment.

As part of the Injury and Illness Prevention Program, departments are required to conduct hazard analysis of the workplace. This analysis will provide a mechanism for defining work unit specific hazards associated with electricity and create a plan for hazard mitigation and employee training.

5.2 General Precautions for All Staff

- Only properly trained employees should work on electrical equipment.
- Know how to respond to emergencies such as electrical shock incidents or fires.
- Never work on "hot" or energized equipment unless it is necessary to conduct equipment troubleshooting.
- Use extension cords only as temporary power sources.
- Do not plug too many pieces of equipment into the same circuit or outlet as the circuit or outlet could become overloaded.
- Be sure that ground-fault circuit interrupters (GFCI) are used in high risk areas such as wet locations.
- Plug strips, such as those used on computers, should be plugged directly into outlets and not into extension cords or other plug strips.
- Inspect all equipment periodically for defects or damage.
- All cords that are worn, frayed, abraded, corroded or otherwise damaged must be replaced.
- Grasp the plug to remove it from a socket-never pull the cord.
- Keep all cords away from heat, oil and sharp edges.
- Always follow the manufacturer's instruction for use and maintenance of all electrical tools and appliances.
- Keep equipment operating instructions on file.
- Never touch an electrical appliance and plumbing at the same time.
- Always unplug electrical appliances before attempting any repair or maintenance.
- All electrical devices must be properly grounded with approved three wire plugs unless they are "double insulated". Grounding provides a safe path for electricity to the ground, preventing leakage of current in circuits or equipment.
- All electrical equipment used on campus should be UL or Fire Marshal approved.
- Keep cords out of the way of foot traffic so they don't become tripping hazards or become damaged by traffic.

- Never use electrical equipment in wet areas or run cords across wet floors.
- Ensure energized parts of electrical equipment operating at 50 volts or more are guarded against accidental contact.

5.3 Localized Electrical Outage

- All staff should immediately report electrical outages to the Facilities Director at 856-652-2700 ext 6805.
- If possible, identify the defective equipment or the cause of the failure and remove it from service.
- Report this information to the Facilities Director personnel upon their arrival.

5.4 Labs and Facilities Services

- NEVER work with electricity greater than 600 volts without specific permission, training and written procedures. Notify your supervisor immediately if you have any questions.
- Be able to recognize electrical safety hazards in your work area.
- Ensure that all authorized or qualified persons have recieved appropriate training in order to operate or repair equipment.
- Keep equipment in good working order to help prevent electrical accidents.
- Maintain a three-foot clearance around electrical panels.
- Electrically operated equipment must be de-energized before work may commence.
- Always follow lockout/tagout procedures when working on electrical equipment and wear appropriate Personal Protective Equipment (PPE) such as safety glasses, rated rubber gloves, rated rubber sleeves, insulted boots, or face shield.
- Never override safety devices such as electrical interlocks.
- Remove all rings, key chains, or other metal objects when working around electricity.
- Wear appropriate personal protective equipment, such as eye protection or insulated gloves as needed.
- Never use metal ladders when working near energized wiring.
- Damp or wet environments may be dangerous when working with electricity.
- Never plug in cords that are wet or touch electrical equipment with wet hands.
- Employees working with lasers, performing hardware or software testing, or other activities that do not require direct contact with electrical components, should be aware of electrical safety issues and be alert to the possibility of other employees conducting energized work in the area.

5.5 De-Energized Electrical Work

Electrical systems must be worked on in the de-energized state, whenever feasible, following the work practices described in Lockout/Tagout program. Energized electrical work should only be performed in situations where utilizing Lockout/Tagout practices increases the hazard(s) to the employee and/or equipment or it is not feasible (e.g., performing metering and testing).

5.6 High Voltage Work

Energized Electrical Work

Energized electrical work is acceptable for tasks which can only be performed with the equipment energized or when the use of de-energized electrical work procedures presents a greater hazard. The Glassboro BOE has defined such work as repair, maintenance, troubleshooting, or testing on electrical circuits, components, or systems while energized (i.e., live). No other activities shall be performed while energized.

Due to the degree of electrical hazards associated with this type of work, the procedures, equipment, and other controls described in this section must be used when performing energized electrical work. The Glassboro BOE energized electrical work practices and procedure shall incorporate all other applicable provisions of the Glassboro BOE regulations covering work in confined or enclosed workspaces, work space illumination, alerting techniques, and personal equipment requirements.

5.7 Operating Procedures

Qualified Electrical Worker

Energized electrical work on systems shall only be performed by a Glassboro BOE Qualified Electrical Worker. The facilities director is responsible for determining whether an employee is qualified to perform energized electrical work. This qualification shall be made based on completion of applicable training and experience.

Only Qualified Electrical Workers shall work on energized conductors or equipment connected to energized high voltage systems. Except for replacing fuses, operating switches, other operations that do not require the employee to contact energized high voltage conductors, or energized parts of equipment or clearing trouble or emergencies involving hazard to life or property, no such employee shall be assigned to work alone.

Observers

During the time that work is being performed on any exposed conductors or exposed parts of equipment connected to high voltage systems, a Qualified Electrical Worker, or an employee in training, must be in close proximity at each work location to:

Act primarily as an observer for the purpose of preventing an accident;
Render immediate assistance in the event of an accident.

All safe work practices must be followed while performing energized electrical work.

Tools and Personal Protective Equipment (PPE)

Employees working in areas where there are potential electrical hazards must be provided with and use personal protective equipment (PPE) that is appropriate for the specific work that must be performed. The electrical tools and protective equipment that must be specifically approved, rated, and tested for level of voltage of which an employee may be exposed. Employees must only use appropriate tools for the job being performed. The Qualified Electrical Worker is responsible for determining appropriate levels of personal protective equipment and type of tools to use.

Personal Protective Equipment (Appendix A) must be selected to meet the criteria established by the American Society of Testing and Materials (ASTM) and by the America National Standards Institute (ANSI).

PPE must be maintained in a safe, reliable condition and be inspected for damage before each day's use and immediately following any incident that can reasonably be suspected of having caused damage. It is the responsibility of the Qualified Electrical Worker to inspect all PPE prior to using the PPE. The Qualified Electrical Worker must reject all PPE that does not pass the inspection.

The Glassboro BOE employees must use insulated tools and handling equipment that are rated for the voltages to be encountered when working near exposed energized conductors or circuit. Tools and handling equipment should be replaced if the insulating capability is decreased due to damage. Protective gloves must be used when employees are working with exposed electrical parts above fifty (50) volts. Fuse handling equipment (insulated for circuit voltage)

must be used to remove or install fuses when the fuse terminals are energized. Ropes and hand lines used near exposed energized parts must be nonconductive. The Qualified Electrical Worker is responsible for inspecting all PPE and insulated equipment prior to use. Any PPE or insulated equipment that does not pass an inspection is prohibited from being used.

Protective shields, barriers, or insulating materials must be used to protect each employee from shock, burns, or other electrical injuries while that person is working near exposed energized parts that might be accidentally contacted or where dangerous electric heating or arcing might occur.

Precautions about Arcing and Flashes

Employees must wear appropriate personal protective equipment for the eyes or face wherever there is a potential danger of electric arcs or flashes or when there is a mechanical hazard that may cause eye damage. This must include ANSI or ASTM certified eye protection with side shields or a full-face shield. Employees must also wear any other appropriate personal protective equipment whenever there is a potential danger of electric arcs. This equipment may include appropriate gloves, boots, hearing protection, flame resistant clothing, and any other personal protective equipment identified by NFPA 70E for the type of work being performed. The following scenarios are just a few of the examples of situation with the potential for arcs:

- Working with a metal or conductive tool near a live electrical contact point with voltages above 600 volts;
- Accidentally making contact across two live electrical contact points with a metal or conductive tool; and,
- Utilizing conductive materials or tools to connect a circuit in place of properly rated fuses or circuit breakers.

Precautions to prevent arcs or flashes include, but may not be limited to, the following:

- Keep covers over live electrical contact points closed;
- Avoid using metal or conductive tools around live electrical contact points, when possible;
- Avoid pointing or placing metal tools near live electrical contact points in equipment with voltages above 600 volts;
- Verify the voltages present when working near live electrical contact points;
- Utilize test fixture boxes while performing adjustments, calibrations, or function tests of energized parts; and
- Use properly rated fuses for the capacity of the line or protection needed for the equipment in question.

Workspace Clearances

Clearances and Access Distances for Energized Electrical Work must comply with The Glassboro BOE. (Appendix B)

At least one entrance not less than 24 inches wide and six (6) and a half (1/2) feet high must be provided to give access to the working space around energized electrical equipment. When un-insulated energized parts are located adjacent to such entrance, they must be guarded.

The area in the immediate vicinity of the workspace must be surveyed and all potential hazards such as ladders, stacked boxes, ceiling tiles, or doors that may fall or swing into the workspace must be secured to prevent interference with the work being performed.

A clear escape path must be maintained from the work space to an exit from the area.

5.8 Special Requirements

High Voltage

Work on systems greater than 600 volts must be performed using de-energized electrical work practices, whenever possible.
Energized electrical work on greater than 600 volt electrical systems must only be performed by a Qualified Electrical Worker. The following work practices are required, in addition to the requirement described in NFPA 70E for energized electrical work.

Work Practices

A written Work Plan must be developed identifying: the location of work, the equipment on which work will be performed, highest voltage expected to be encountered, the type of work to be performed, the name and task assigned to each member of the work crew, the type of personal protective equipment required for each member of the work crew, the type of tools required for the work, and the emergency procedures to be followed in the event of an accident. Work on greater than 600 volts must be performed following the same requirements as described above under Operating Procedures and in NFPA 70E, including the use of any required permits, Glassboro Electrical Workers, tools, PPE, and safety observers.

Voltage Detection

The operating voltage of equipment and conductors must be determined before performing any energized electrical work on high voltage systems. This should be performed using a calibrated and working high voltage probe designed for high voltage circuits at the level of voltage to be encountered.

Clearances

Workspace clearance must comply with the Glassboro BOE. (Appendix B)

Tools and Personal Protective Equipment (PPE)

Employees working in areas where there are potential electrical hazards must be provided with and use personal protective equipment (PPE) that is appropriate for the specific work that must be performed. The electrical tools and protective equipment that must be specifically approved, rated, and tested for level of voltage of which an employee may be exposed. Employees must only use appropriate tools for the job being performed. The Qualified Electrical Worker is responsible for determining appropriate levels of personal protective equipment and type of tools to use.

Personal Protective Equipment (Appendix A) must be selected to meet the criteria established by the American Society of Testing and Materials (ASTM) and by the America National Standards Institute (ANSI).

PPE must be maintained in a safe, reliable condition and be inspected for damage before each day's use and immediately following any incident that can reasonably be suspected of having caused damage. It is the responsibility of the Qualified Electrical Worker to inspect all PPE prior to using the PPE. The Qualified Electrical Worker must reject all PPE that does not pass the inspection.

The Glassboro BOE employees must use insulated tools and handling equipment that are rated for the voltages to be encountered when working near exposed energized conductors or circuits. Tools and handling equipment should be replaced if the insulating capability is decreased due to damage. Protective gloves must be used when employees are working with exposed electrical parts above fifty (50) volts. Fuse handling equipment (insulated for circuit voltage) must be used to remove or install fuses when the fuse terminals are energized. Ropes and hand lines used near exposed energized parts must be nonconductive. The Qualified Electrical Worker is responsible for inspecting all PPE and insulated equipment prior to use. Any PPE or insulated equipment that does not pass an inspection is prohibited from being used.

Protective shields, barriers, or insulating materials must be used to protect each employee from shock, burns, or other electrical injuries while that person is working near exposed energized parts that might be accidentally contacted or where dangerous electric heating or arcing might occur.

Insulating gloves and blankets shall be visually inspected before each use, electrically re-tested in accordance with ASTM standards [typically every six (6) months for gloves and sleeves and every twelve (12) months for blankets]. Gloves and blankets shall be marked with either the date tested or with the date the next test is due. Whenever rubber gloves are used, they must be protected by outer canvas or leather gloves. Insulating protective equipment found to be defective or damaged must be immediately removed from use.

When not in use, protective equipment must be stored in suitable containers and stored away from direct sunlight, steam pipes, sources of excessive heat, and protected from physical damage.

Equipment Inspection and Calibration

All electrical test equipment must be inspected for damage before use. The equipment must not be used if it is damaged or if its functionality is questionable. Equipment must be handled in a manner that will not damage the equipment. Prior to each use, electrical test equipment must be verified to be functional and undamaged. This is accomplished by testing, for example, a voltmeter on a known voltage to verify correct readings. After metering or testing is completed, the voltmeter should again be tested on a known voltage to verify functionality of the voltmeter.

Electrical test equipment should be calibrated according to the manufacturer's instructions. If there is any doubt as to the equipment's calibration, the equipment should be recalibrated.

Overhead Voltage Lines

Special requirements are required for work on overhead high voltage electrical lines, In general, this work should only be performed by personnel (e.g., outside contractors or vendors) who are experienced in this type of electrical work and have the appropriate tools including hoists and fall protection. At this time no Glassboro BOE employee is permitted to work on overhead high voltage electrical lines.

5.9 Hazardous Locations

Wet or Damp Locations

Work in wet or damp locations (i.e., areas surrounded or near water or other liquids) should not be performed unless it is absolutely critical. Procedures for working in wet environments must be written on the Work Plan.

In almost every case electrical work should be postponed until the liquid can be cleaned up. If the work cannot be avoided, the facilities director responsible for the task must grant approval prior to the work being performed.

Every attempt should be made to provide insulated workspace if the work must be performed.

The following are some special precautions that must be incorporated while performing work in damp locations:

- Only use electrical cords that have Ground Fault Circuit Interrupters (GFCIs);
- Place a dry barrier over any wet or damp work surface;
- Remove standing water before beginning work. Work is prohibited in areas where there is standing water;
- Do not use electrical extension cords in wet or damp locations; and Keep electrical cords away from standing water.

5.10 Working on Life Safety Systems

Protection from Life Safety Systems

Life safety systems (e.g., emergency lighting, etc.) are intended to provide safety features additional to the safety features of the equipment being serviced, therefore, de-energized procedures should not be used. Examples:

- Work on alarm systems, which would require deactivation of the system in order to perform de-energized electrical work;
- Work on ventilation systems for hazardous location, which would require shutting off the ventilation systems in order to perform de-energized electrical work; and
- Work on illumination systems, which would create a safety hazard if they are turned off in order to perform deenergized electrical work.

Energized Electrical Work for Life Safety Systems

Work on life safety systems should be performed using energized electrical work practices or preferably, during off hours if the life safety systems can be taken out of service to ensure the life safety protection provided by these systems does not compromise the safety of occupants relying on the life systems.

De-Energized Electrical Work for Life Safety Systems

When work requires that a life safety system be de-energized, the facility director's approval is required prior to work being performed.

Additional safeguards such as a fire watch, notification of the proper authorities and building occupants, may also be required if a life safety system is to be de-energized.

Overriding Safety Interlocks

Overriding safety interlocks is often required when performing metering, in emergency situations, or when troubleshooting energized equipment. The following safe work practices shall be followed:

- Overriding safety interlocks shall only be performed by Qualified Electrical Workers who are experienced with the equipment being serviced and understand the consequences of overriding the interlocks (NOTE: Interlocks must not be used as the sole means of de-energizing equipment);
- Work Areas must be marked with labels, tags, or barriers when such work is being performed;
- All safety interlocks should be restored after the work has been completed; and

- Positive confirmation should be made to verify that each interlock functions as intended.

Reporting Requirements

The Glassboro BOE shall make all energized electrical work practices and procedures available to all affected employees and to all Department of Labor officials upon request.

5.11 Training Requirements and Competency Assessment

Training Requirement, Class Title	Target Audience	Frequency
Basic electrical safety	All Glassboro BOE Maintenance and grounds Employees	At time of employment
Electrical Safety and Lockout/Tagout Training	Glassboro BOE Employees who work directly with electrical systems from 50 to 600 volts, Authorized Lockout/Tagout Persons	Annually
Electrical Safety Training	Glassboro BOE employees who work with, or in the proximity of electrical equipment (Qualified Electrical Workers)	As Necessary

Employee Training

All Glassboro BOE employees involved with work on or around energized, or potentially energized electrical circuitry of fifty (50) volts to ground or greater, shall be trained in energized electrical safe work practices and procedures. All Glassboro BOE electricians fall into this category and receive this training.

5.12 Qualified Electrical Worker

Glassboro BOE employees must receive training in avoiding the electrical hazards associated with working on or near exposed energized parts prior to performing energized electrical work. Such training will be provided when the employee is initially assigned to the job and refresher training will be provided as necessary.

The following items will be included in the training of Qualified Electrical Workers:

- The Glassboro BOE Control of Hazardous Energy and Lockout/Tagout Training Program including safe work practices required to safely de-energize electrical equipment;
- Skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment;
- Performing on-the-job training with a skilled technician;
- Skills and techniques necessary to determine the nominal voltage of exposed live parts;
- Clearance distances corresponding to the voltage of exposed live parts;
- Selection and use of personal protective equipment, tools, insulating and shielding materials and equipment for working on or near energized parts; and
- Selection and use of proper work practices for working on or near energized parts.

Qualified Electrical Workers must also be trained in recognizing sign and symptoms of electrical shock, heart fibrillation, electric burns, and proper first aid protocols for these conditions. They must have training in:

- Automatic External Defibrillator (AED); and
- Contacting emergency personnel.

Only Qualified Electrical Workers are permitted to perform energized electrical work on equipment or systems operating at greater than 600 volts. Such employees are qualified persons, who by reason of a minimum of two years of training and experience with high-voltage circuits and equipment, have demonstrated familiarity with the work to be performed and the hazards involved.

5.13 Emergency Response

In case of an emergency, the Glassboro BOE employees must initiate emergency response by calling the emergency number 911, then notifying their supervisor.

5.14 Documentation of Training and Experience

Documentation is necessary to demonstrate that individuals have met the training and experience requirements for the types of work being performed.

Qualified Electrical Workers who have obtained the required two years experience and training must demonstrate their knowledge before becoming authorized to perform energized electrical work on high voltage circuits. This process involved
"certification" of the individual by another Qualified Electrical Worker based upon observation of their safe work practices, knowledge level and familiarity with the tools and equipment for performing energized electrical work on high voltage systems, and documentation of the required two years of training and experience.

5.15 Information and External References

- American National Standards Institute (ANSI) Standards Z89.1 (head protection), Z87.1 (eye protection), Z41 (protective footwear);
- American Standards for Testing Materials (ASTM) for Electrical Protective Equipment; and National Fire Protection Association (NFPA) Article 70; 70E.

Appendix A (From NFPA 70E, Table 130.7(C)(10))

Personal Protective Equipment Categories

Hazard/Risk Category	Protective Clothing and PPE
Hazard/Risk Category 0	
Protective Clothing, Non-melting (according to ASTM F1506-00) or Untreated Natural Fiber	Shirt (long sleeve) Pants (long)
FR Protective Equipment	Safety glasses or safety goggles (SR) Hearing protection (ear canal inserts) Leather gloves (AN) (Note 2)
Hazard/Risk Category 1	
FR Clothing, Minimum Arc Rating of 4 (Note 1)	Arc-rated long-sleeve shirt (Note 3) Arc-rated pants (Note 3) Arc-rated coverall (Note 4) Arc-rated face shield or arc flash suit hood (Note 7) Arc-rated jacket, parka, or rainwear (AN)
FR Protective Equipment	Hard hat Safety glasses or safety goggles (SR) Hearing protection (ear canal inserts) Leather gloves (Note 2) Leather work shoes (AN)
Hazard/Risk Category 2	
FR Clothing, Minimum Arc Rating of 8 (Note 1)	Arc-rated long-sleeve shirt (Note 5) Arc-rated pants (Note 5) Arc-rated coverall (Note 6) Arc-rated face shield Note 7) or arc flash suit hood (Note 10) Arc-rated jacket, parka, or rainwear (AN)
FR Protective Equipment	Hard hat Safety glasses or safety goggles (SR) Hearing protection (ear canal inserts) Leather gloves (Note 2) Leather work shoes

Hazard/Risk Category 3	
FR Clothing, Minimum Arc Rating of 25 (Note 1)	Arc-rated long-sleeve shirt (AR) (Note 8) Arc-rated pants (AR) (Note 8) Arc-rated coverall (AR) (Note 8) Arc-rated arc flash suit jacket (AR) (Note 8) Arc-rated arc flash suit pants (AR) (Note 8) Arc-rated arc flash suit hood (Note 8) Arc-rated jacket, parka, or rainwear (AN)
FR Protective Equipment	Hard hat FR hard hat liner (AR) Safety glasses or safety goggles (SR) Hearing protection (ear canal inserts) Arc-rated gloves (Note 2) Leather work shoes
Hazard/Risk Category 4	
FR Clothing, Minimum Arc Rating of 40 (Note 1)	Arc-rated long-sleeve shirt (AR) (Note 9) Arc-rated pants (AR) (Note 9) Arc-rated coverall (AR) (Note 9) Arc-rated arc flash suit jacket (AR) (Note 9) Arc-rated arc flash suit pants (AR) (Note 9) Arc-rated arc flash suit hood (Note 9) Arc-rated jacket, parka, or rainwear (AN)
FR Protective Equipment	Hard hat FR hard hat liner (AR) Safety glasses or safety goggles (SR) Hearing protection (ear canal inserts) Arc-rated gloves (Note 2) Leather work shoes

AN= As needed (optional)
AR= As required SR
= Selection required
Notes:

1. See Table 130.7(C)(11). Arc rating for a garment or system of garments is expressed in cal/cm2.
2. If rubber insulating gloves with leather protectors are required by Table 130.7(C)(9), additional leather or arc-rated gloves are not required. The combination of rubber insulating gloves with leather protectors satisfies the arc flash protection required.
3. The FR shirt and pants used for Hazard/Risk Category 1 shall have a minimum arc rating of 4.
4. Alternated is to use FR coveralls (minimum arc rating of 4) instead of FR shirt and FR pants.
5. FR shirt and FR pants used for Hazard/Risk Category 2 shall have a minimum arc rating of 8.
6. Alternate is to us FR coveralls (minimum arc rating of 8) instead of FR shirt and FR pants.
7. A face shield with a minimum arc rating of 4 for Hazard/Risk Category 1 or a minimum arc rating of 8 for Hazard/Risk Category 2, with wrap-around guarding to protect not only the face, but also the forehead, ears, and neck (or, alternatively, an arc-rated arc flash suit hood), is required.
8. An alternate is to use a total FR clothing system and hood, which shall have a minimum arc rating of 25 for Hazard/Risk Category 3.
9. The total clothing system consisting of FR shirt and pants and/or FR coveralls and /or arc flash coat and pants and hood shall have a minimum arc rating of 40 for Hazard/Risk Category 4.
10. Alternate is to use a face shield with a minimum arc rating of 8 and a balaclava (sock hood) with a minimum arc rating of 8 and which covers the face, head and neck except for the eye and nose areas.

Qualified Workers

EMPLOYEE NAME:

Relevant Formal Education:

Relevant Licenses & Certifications:

- NJ Electrical Contractor's License

Training Courses:

- NFPA 70E Electrical Safety Course – XYZ Consulting – XX/XX/XX

In order to remain considered a qualified employee under the electrical safety standards, the employee must comply with the employer's continuing education requirements regarding electrical safety.

_____ _____

NAME OF SUPERVISOR DATE

ATTACH ALL SUPPORTING DOCUMENTATION SUCH AS COPIES OF SIGN IN SHEETS, LICENSES AND CERTIFICATIONS

Glassboro Board of Education

Plan Established 4/2024

The purpose of this plan is to establish a program and procedures for the safe use of hazardous chemical substances in the Glassboro Board of Ed.

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) 29 CFR 1910.1200 (General Industry) and 29 CFR 1926.59 (Construction Industry) call for the development of a hazard communication program when employees may be exposed to any chemical in the workplace under normal conditions of use or in a foreseeable emergency. In 2012, OSHA revised the HCS to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). As a result, this program has been revised to comply with the requirements of the OSHA HCS 2012. The written hazard communication program will include and address the following criteria in order to satisfy the minimum requirements of the OSHA HCS 2012:

- List of all hazardous chemicals known to be present in the workplace or individual work area
- Methods used to ensure that all containers, including pipes and holding tanks, are labeled, tagged or marked properly
- Methods used to obtain and maintain safety data sheets (SDSs)
- Methods used to provide employees with information and training on hazardous chemicals in their work areas
- Methods used to inform employees of the hazards of nonroutine work practices
- Methods used to provide the employees of other employers (e.g., consultants, construction contractors and temporary employees) on-site access to SDSs for each hazardous chemical that the other employer's employees may be exposed to while working in the workplace
- Methods used to inform the employees of other employers of precautionary measures that need to be taken to protect themselves during the workplace's normal operating conditions and in foreseeable emergencies
- Methods used to inform the employees of other employers of the labeling system used in the workplace

The hazard communication program will identify the following:

- Key personnel responsible for the program
- Location of chemical inventory list and SDSs
- Workplace labeling system
- Good work practices and procedures to minimize exposures
- How training will be performed
- Procedures to maintain the program and update the required information
- How records will be maintained

Administrator/Clerk	Safety Coordinator
Date	Date

RESPONSIBILITIES

The safety coordinator, Miguel Olivo, is responsible for administering the hazard communication program.

This person is also responsible for:

- Reviewing the potential hazards and safe use of chemicals
- Maintaining a list of all hazardous chemicals and a master file of SDSs
- Ensuring that all containers are labeled, tagged or marked properly
- Providing new-hire and annual training for employees
- Maintaining training records
- Monitoring the air concentrations of hazardous chemicals in the work environment
- Properly selecting and caring for personal protective equipment
- Directing the cleanup and disposal operations of the spill control team
- Identifying hazardous chemicals used in nonroutine tasks and assessing their risks
- Informing outside contractors who are performing work on company property about potential hazards
- Reviewing the effectiveness of the hazard communication program and making sure that the program satisfies the requirements of all applicable federal, state or local hazard communication requirements

The Safety Coordinator, Miguel Olivo, is responsible for:

- Contacting chemical manufacturers and/or distributors to obtain SDSs and secondary labels for hazardous chemicals used or stored in the workplace

The receiving department is responsible for:

- Reviewing incoming hazardous chemicals to verify correct labeling
- Holding hazardous chemicals in the receiving area until receipt of the SDS for the product

Employees are responsible for the following aspects of the hazard communication program:

- Identifying hazards before starting a job
- Reading container labels and SDSs
- Notifying the supervisor of torn, damaged or illegible labels or of unlabeled containers
- Using controls and/or personal protective equipment provided by the company to minimize exposure
- Following company instructions and warnings pertaining to chemical handling and usage
- Properly caring for personal protective equipment, including proper use, routine care and cleaning, storage, and replacement
- Knowing and understanding the consequences associated with not following company policy concerning the safe handling and use of chemicals
- Participating in training

CHEMICAL INVENTORY LIST

Attached to this program is a list of hazardous chemicals used, produced and/or stored at the Glassboro BOE. Copies of the chemical inventory list are available in the Main office of each building and the central file located in the Maintenance office at 45 R Mancuso Ln.

This list will contain the product identifier that is referenced on the appropriate SDS, the location or work area where the chemical is used, and the personal protective equipment and precautions for each chemical product. This list will be updated annually and whenever a new chemical is introduced to the workplace.

LABELS AND OTHER FORMS OF WARNING

Each container of hazardous chemicals received from the chemical manufacturer, importer or distributor will be labeled with the following information:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)
- Name, address and telephone number of the chemical manufacturer, importer or other responsible party

The Glassboro Board of Ed. will use the GHS labeling system for secondary containers. When a chemical is transferred from the original container to a portable or secondary container, the container will be labeled, tagged or marked with a GHS label containing the following information:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)

Portable containers into which hazardous chemicals are transferred from labeled containers and that are intended for the immediate use of the employee who performs the transfer do not require a label. If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled. Food and beverage containers should never be used for chemical storage.

Signs, placards, process sheets, batch tickets, operating procedures or other such written materials may be used in lieu of affixing labels to individual, stationary process containers as long as the alternative method identifies the containers to which it is applicable and conveys the information required for workplace labeling.

Where an area may have a hazardous chemical in the atmosphere (e.g., where extensive welding occurs), the entire area will be labeled with a warning placard.

Pipes that contain hazardous chemicals should be labeled in accordance with ANSI/ASME A13.1 and indicate the direction of flow. (Please note that this is not a requirement of the OSHA HCS but a best practice or requirement of local jurisdiction.)

Workplace labels or other forms of warning will be legible, in English and prominently displayed on the container or readily available in the work area throughout each work shift. If employees speak languages other than English, the information in the other language(s) may be added to the material presented as long as the information is presented in English as well.

Note: After Dec. 1, 2015, distributors may not ship containers labeled by the chemical manufacturer or importer unless the label on the container meets GHS labeling requirements.

SAFETY DATA SHEETS

An SDS will be obtained and maintained for each hazardous chemical in the workplace. SDSs for each hazardous chemical will be readily accessible during each work shift to employees when they are in their work areas.

SDSs will be obtained from the chemical manufacturer, importer or distributor. The name on the SDS will be the same as that listed on the chemical inventory list. SDSs for chemicals or process streams produced by the company will be developed and provided by the safety coordinator.

The safety coordinator will maintain the master file of all original SDSs. Hard copies of the master file will be located in the main office of each school and in the maintenance office at 45 R Mancuso Ln.

SDSs for new products or updated SDSs for existing products will be obtained by the purchasing agent and forwarded to the safety coordinator. The safety coordinator will then update the master file with new and/or updated SDSs.

If problems arise in obtaining an SDS from the chemical manufacturer, importer or distributor, a phone call will be made to request an SDS and to verify that the SDS has been sent. The phone call will be logged and a letter will be sent the same day. The company will maintain a written record of all efforts to obtain SDSs. If these efforts fail to produce an SDS, the local OSHA office will be contacted for assistance.

EMPLOYEE INFORMATION AND TRAINING

Employees included in the hazard communication program will receive the following information and training prior to exposure to hazardous chemicals and when new chemical hazards are introduced to their work area:

- Requirements of the OSHA Hazard Communication Standard 29 CFR 1910.1200 (General Industry) or 29 CFR 1926.59 (Construction Industry)
- Operations in the work area where hazardous chemicals are present
- Location and availability of the hazard communication program, chemical inventory list and SDSs
- Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, visual appearance or odor of hazardous chemicals when being released

- Physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified of the chemicals in the work area
- Measures employees can take to protect themselves from hazards, such as appropriate controls, work practices, emergency and spill cleanup procedures, and personal protective equipment to be used
- Explanation of the labels received on shipped containers
- Explanation of the workplace labeling system
- Explanation of the SDS, including order of information and how employees can obtain and use the appropriate hazard information

Note: To facilitate understanding of the new GHS system, the OSHA HCS requires that employees be trained regarding the new label elements and SDS format by Dec. 1, 2013. Employers are required to update the hazard communication program and to provide any additional training for newly identified physical or health hazards no later than June 1, 2016.

NONROUTINE TASKS

The safety coordinator and the immediate supervisor of an employee performing a nonroutine task, such as cleaning machinery and other process equipment, is responsible for ensuring that adequate training has been provided to the employee on any hazards associated with the nonroutine task. Employees share in this responsibility by ensuring that their immediate supervisor knows that the nonroutine task will be performed.

Special work permits are required for the performance of certain nonroutine tasks, such as entry to confined spaces, breaking and opening piping systems, and welding and burning. For some special tasks, employees are required to follow special lockout/tagout procedures to ensure that all machinery motion has stopped and energy sources are isolated prior to and during the performance of such tasks.

CONTRACTORS

Prior to beginning work, the safety coordinator will inform contractors with employees working on company property of any hazardous chemicals that the contractors' employees may be exposed to while performing their work. The safety coordinator will also inform contractors of engineering or work practice control measures to be employed by the contractor, personal protective equipment to be worn by the contractors' employees, and any other precautionary measures that need to be taken to protect their employees during the workplace's normal operating conditions and in foreseeable emergencies.

Furthermore, the safety coordinator will advise contractors that they must comply with all OSHA standards while working on company property. Appropriate controls will be established with the contractor to ensure that company employees are not exposed to safety and health hazards from work being performed by the contractor and that company operations do not expose contractors' employees to hazards.

The safety coordinator will inform contractors of the workplace labeling system and the availability and location of SDSs for any chemical to which contractors' employees may be exposed while performing their work.

RECORDKEEPING

Records pertaining to the hazard communication program will be maintained by the safety coordinator. The safety coordinator will keep the following records:

- Chemical inventory list
- Hazardous material reviews
- Copies of phone call logs and letters requesting SDSs
- Employee training records
- Warnings issued to employees for not following the hazard communication program

I, _____, have read and understand the hazard communication program at the Glassboro Board of Education.

Employee Name: _____ Date: _____

Updated and Board approved on

LOCKOUT/TAGOUT PROGRAM

FOR

GLASSBORO

BOARD OF EDUCATION

Updated and Board approved on

LOCKOUT/TAGOUT PROGRAM

TABLE OF CONTENTS

LOCKOUT/TAGOUT PROGRAM
POLICIES AND PROCEDURES

1.0 GENERAL POLICY

The Glassboro Board of Education is committed to a safe working environment for all of its employees. This program was developed in order to provide written standard operating procedures to help protect our employees from the hazards associated with the unexpected energization or start-up of machinery and equipment and the release of stored energy.

2.0 SCOPE AND PROCEDURE

This program is designed to establish minimum requirements to protect employees from the uncontrolled release of energy or start-up of equipment. This program covers proper lockout/tagout procedures, training requirements, record keeping requirements and audits. The program was designed to comply with OSHA Regulation 29 CFR 1910.147. The policies and procedures established in this program shall be followed whenever maintenance or servicing is performed on machinery or equipment that has the potential for causing injury to service personnel.

Two classifications of employees are covered by this policy. The first are affected employees whose jobs require them to operate or use a machine or equipment on which service or maintenance is being performed. This also includes people who work in the same area as the equipment during its servicing. The second group of employees is authorized employees. These are employees who perform the actual lockout/tagout of machines and equipment in order to perform service or maintenance.

3.0 RESPONSIBILITY OF COMPLIANCE

All employees of the Glassboro Board of Education are required to comply with this program, and the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a piece of equipment or machinery which is locked out to perform servicing or maintenance shall not attempt to start, energize or use that machine or equipment.

It shall be the responsibility of departmental supervisors to ensure the implementation and proper use of the lockout/tagout system. Miguel Olivo, Maintenance Supervisor, shall be the designated authority to oversee the Board of Education Lockout/Tagout Program and ensure that all aspects of the program are being complied with. Miguel Olivo shall be responsible for ensuring the completion of periodic audits, inspections, initial employee training and period re-training, when necessary. All documentation with regards to audits and employee training shall be kept on file with Miguel Olivo.

3.1 Failure to Comply

Any employee found to have violated any provision of this program shall be disciplined after a review of the violation by management. Disciplinary procedures will include the following:

First offense:	Verbal Reprimand
Second offense:	Written Reprimand
Third offense:	Board of Ed. Discretion

Willful disregard for these procedures or repeated violations may result in immediate termination. Any department supervisor knowingly allowing employees under their direction, to violate any provision of this program, shall also be subject to disciplinary procedures.

4.0 DEFINITIONS

4.1 Affected Employee: An employee whose job requires him or her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout/tagout, or whose job requires him or her to work in an area in which such servicing or maintenance is being performed.

4.2 Authorized Employee: A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

4.3 Capable Of Being Locked Out: An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild or replace the energy isolating device or permanently alter its energy control capability.

4.4 Energized: Connected to an energy source or containing residual or stored energy.

4.5 Energy Isolating Device: A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following:

A. a manually operated electrical circuit breaker;
B. a disconnect switch;
C. a manually operated switch by which the conductors of a circuit can be disconnected from all underground supply conductors and, in addition, no pole can be operated independently;
D. a line valve;
E. a block;
F. any similar device used to block or isolate energy.

Note: Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

4.6 Energy Source: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.

4.7 Hot Tap: A procedure used in the repair, maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks,) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam and petrochemical distribution systems.

4.8 Lockout: The placement of a lockout device on an energy isolating device in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

4.9 Lockout Device: A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

4.10 Normal Production Operations: The utilization of a machine or equipment to perform its intended production function.

4.11 Servicing and/or Maintenance: Workplace activity such as constructing, installing, setting-up, adjusting, inspecting, modifying, and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or start-up of the equipment or release of hazardous energy.

4.12 Setting-up: Any work performed to prepare a machine or equipment to perform its normal production operation.

4.13 Tagout: The placement of a tagout device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

4.14 Tagout Device: A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

5.0 TRAINING REQUIREMENTS

5.1 Authorized Employees

5.1.1 Each authorized employee will receive training in the recognition of applicable hazardous energy sources and the methods and means necessary for energy isolation and control. Each employee will demonstrate compliance in all aspects of proper lockout/tagout procedures before receiving authorized employee status.

5.1.2 All authorized employees shall be trained in lockout/tagout procedures prior to being allowed to perform any maintenance or service work requiring the use of lockout/tagout.

5.1.3. Any employee whose job function changes due to reassignment, new machinery or process changes shall receive additional retraining.

5.1.4 All training of authorized employees shall be done by a person knowledgeable in the policies of and procedures of lockout/tagout. Training shall follow a written format, designed to convey policies, procedures and applicable exposures in the workplace.

5.1.5 All training shall be documented and shall measure the proficiency of the employee in lockout/tagout procedures. Proficiency shall be measured by use of a written test to be administered following the training program. Incorrect answers shall be discussed until the trainer is satisfied that the employee has demonstrated adequate knowledge of the incorrect question(s). Written tests shall be maintained as part of the training file.

5.2 Affected Employees

5.2.1 All affected employees shall be instructed in the purpose and use of the energy control procedures. This shall include a review of the various types of lockout and tagout devices being used in the workplace.

5.2.2 All other employees whose work operations may be affected by energy control procedures, shall be instructed about the procedure and the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.

5.2.3 Any employee whose job function changes due to re-assignment, new machinery or process changes shall receive additional retraining.

6.0 LOCKOUT/TAGOUT PROCEDURES

6.1 Notification of Affected Employees

6.1.1 All affected employees shall be notified that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

6.2 Potentially Affected Department Supervisors

6.2.1 The following is a list of department supervisors by name, job title and means of contact who may have employees and equipment affected by lockout/tagout procedures.

Department Supervisor	Title	Means of Contact
Miguel Olivo	Maintenance Supervisor	856-652-2700 ext 6805
Samuel Paranello	Grounds Supervisor	856-652-2700
Jose Heredia	Maintenance Supervisor	856-652-2700

6.2.2 The authorized employee(s) shall notify the applicable department supervisor, who in turn, shall be required to notify all affected employees in the department that maintenance or service work is being performed.

6.2.3 Notification to department supervisors affected by lockout/tagout procedures, shall be done in writing with a copy provided to the Lockout/Tagout Program Supervisor Miguel Olivo

6.2.4 The written notification shall include the name of the department supervisor affected by the maintenance or service task, the name of the authorized employee(s) performing the service or maintenance work, the location the work is to be performed, the equipment and machinery affected by the work, the date the work is to be performed, the approximate start time and estimated length of time

the work is expected to take. Additionally, the notification shall include the location of the energy isolating devices to be used to shut down energy to the machinery or equipment being serviced.

6.2.5 Affected department supervisors shall be responsible for notifying all potentially affected employees working on or around the equipment to be serviced or maintained. A copy of the written notification should also be posted in plain view in the department as a reminder to employees working in this area that lockout/tagout work is being performed.

6.3 Sequence of Lockout

6.3.1 Identification of type, magnitude, hazards and methods of control of energy.

Equipment	Energy Type	Control Device
Unit vents	electrical	Toggle switch lock
Portable power equipment	electrical	Plug cap lockout
Circuit Breaker	electrical	Breaker lockout
Lever disconnect	electrical	Pad lock tags
Class room and hallway lighting	electrical	Toggle swith lock.

6.3.2 Refer to section 12.0 for detailed hazard identification procedures for isolating specific machinery on the premises of the Glassboro Board of Education.

6.3.3 Shutdown the machine or equipment using the normal stopping procedure. Always look for hidden energy sources, as some machines have multiple sources of power. If in doubt, refer to the manufacturer's operations manual.

6.3.4 Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

6.3.5 Activate the machine power switch to confirm that the power source has been deactivated. Turn the switch back to the off position once it is confirmed that the power has been shutoff to the machine or equipment.

6.3.6 Lockout the energy isolating device(s) with assigned individual locks.

6.3.7 With the lock in place, test the disconnect to make sure it cannot be turned on.

6.3.8 Place an approved printed tag on the energy isolating device to warn employees that the energy isolating device must remain as positioned. Tags should be used, in addition to approved lockout devices. When it is impossible to lockout a machine or equipment, tagout may be used. Tags must identify the authorized employee and work being performed. Tags must not be used for any other

purpose.

6.3.9 Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down etc.

6.3.10 Test the machine or equipment to assure at all energy was disconnected and/or released.

6.3.11 The machine or equipment is now locked out.

7.0 GROUP LOCKOUT

7.1 When more than one authorized employee is involved with an equipment service or repair, each individual who joins the group must secure his or her lock to a lockout hasp that has been applied by the initial authorized employee. As each employee becomes uninvolved with the task, he or she must remove their lock from the lockout hasp.

8.0 RESTORING EQUIPMENT TO SERVICE

8.1 Check the machine or equipment and the immediate area around the machine or equipment to ensure than all nonessential items, such as tools, have been removed and that the machine or equipment components are operationally intact.

8.2 Replace all machine guards that may have been removed while work was being performed.

8.3 Check the work area to ensure that all employees have been safely positioned or removed from the area.

8.4 Verify that the controls are in neutral.

8.5 Remove the lockout devices and re-energize the machine or equipment.

Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.

8.6 Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

9.0 SHIFT AND PERSONNEL CHANGES

9.1 There may be occasions when an equipment repair will span several shifts and/or days. When this occurs, a transfer of authority and lockout devices must commence at each shift change. This transfer should also take place if employees are re-assigned to different tasks.

9.2 Removal of lockout/tagout devices.

9.2.1 Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device.

9.2.2 In the event that an employee who applied a lockout or tagout device is not available for removal, the device may be removed

under the direction of the employer.

9.2.3 Prior to the removal of an authorized employee's lockout or tagout device, the department supervisor for the authorized employee shall use whatever means necessary to verify that the employee is not at the facility.

9.2.4 Reasonable efforts shall be made to contact the authorized employee to inform him or her that his or her lockout or tagout device has been removed. Contact efforts shall be documented.

9.2.5 The authorized employee's department supervisor shall be responsible for notifying the employee that his or her lockout or tagout device has been removed, prior to resuming work at the facility.

10.0 OUTSIDE CONTRACTORS

10.1 All outside employees and contractors shall be informed of the Glassboro Board of Education lockout/tagout procedures in full detail so that their employees understand the meaning of locks and tags that they may encounter during the course of their work.

10.2 All contractors performing work requiring the use of locks and tags, must inform department supervisors, so that affected employees may be notified.

11.0 AUDITS

11.1 Audits of the Glassboro Board of Education Lockout/Tagout Program shall be conducted annually by the Lockout/Tagout Program Administrator, Miguel Olivo, in order to determine the effectiveness of this program.

11.2 The audit shall include questioning employees to determine if they fully understand the purpose of lockout/tagout, if proper locks and tags are being used and if established procedures are being followed.

11.3 The audit shall include updating and verifying the list of trained authorized employees, potentially affected department supervisors, contact information and equipment and machinery affected by this program.

11.4 Annual audits shall be in writing and signed and dated by the Lockout/Tagout Program Administrator.

12.0 PROCEDURES SPECIFIC TO INDIVIDUAL EQUIPMENT

Pneumatic Compressors:

Disconnect, lock and tag out the electrical power source.
Valve off and isolate Air pressure and to equipment being serviced.
Bleed off standing pressure then continue service.

Motor Vehicle:

Place vehicle on level surface.
Put the vehicle in park or neutral and apply parking brake.
Remove key from ignition and place in pocket.
Place high visibility steering wheel cover over steering wheel.
Put wheel chocks is place.
Remove battery terminals and commence work

Lawn Mowers

Place mower on level surface or lift.
Secure brake on vehicle.
Remove key and place in pocket.
Remove battery terminals and commence work.

Loader/tractor

Place vehicle on level surface or lift.
Place vehicle in park or neutral and apply parking brake.
Lower hydraulic components to the ground or use safety stops.
Remove key and place in pocket
Place high visibility steering wheel cover over steering wheel.
Remove battery terminals and commence work.

13.0 APPENDIX

13.1 Description of Lockout Devices

13.1.1 *Electrical plug lockout*: This device can lockout plugs up to 3 inches wide and 5 7/8 inches long, with a maximum cord diameter of 1 ¼ inches. The lockout consist of a cylinder and two cover plates made of a durable and chemically resistant thermoplastic. The cover plates, when used singularly or combined are locked to produce a universally fitting safe electrical plug lockout device. The device is bright yellow in color, serving also as a visual warning to other personnel.

13.1.2 *Safety lockout hasp*: These hasps are specifically designed for locking out dangerous power sources such as disconnects, switches or valves. These heavy duty lockouts have a double interlocking hasp which provides an extra margin of safety for maintenance personnel, machine operators or electricians. Machinery shutdown for repairs or adjustment cannot be started, when used properly, until the last worker has removed his or her personal padlock. These lockouts are tamper resistant to avoid being pried open or broken when padlocks are in place. Lockouts accept shackles up to 3/8 inch in diameter and up to 6 workers can share a lockout.

13.1.3 *Valve lockouts*: Valve lockout devices come in a variety of sizes and shapes depending on the specific application. Lockout devices include ball valve lockouts, butterfly valve lockouts and gate valve covers. When properly installed, valve lockout devices will prevent accidental release of liquids or gases.

13.1.4 *Circuit breaker lockouts*: A lockout device which installs on the affected electrical circuit breaker in order to eliminate accidental energization of an electrical circuit.

13.1.5 *Toggle switch lockouts*: A plastic device that is secured over a toggle switch by either covering the switch fully or securing the switch in the off position. This is used when it is not feasible to shut off an entire circuit and the switch is the sole operating control.

13.1.6 A plastic cover that secures over an outlet face to prevent the outlet from being used.

13.2 Equipment and Machinery Manufacturer's Specific Maintenance Instruction:

DESCRIPTION OF INCLUDED FORMS

Notice to All Employees Form

This form is designed to be distributed to all potentially affected employees who may encounter lockout/tagout devices within their department. The appropriate information should be completed on the form and the form should then be distributed to affected employees. It is also recommended that a copy be posted in each department where there may be affected employees. Notification of affected employees is mandatory under OSHA/PEOSH regulations.

Procedures Specific to Individual Equipment Form

This two page form is designed to provide specific information and procedures for locking out equipment. The information should include the name and location of equipment, energy sources, lock out devices needed, specific procedures to be followed for locking out and restoring equipment and origin of energy source(s), so that they may be easily located for proper isolation.

Lock-Out/Tag-Out Notification Form

This form is designed to notify department supervisors where equipment is being serviced under lock out. They will in turn, notify potentially affected employees about the service work, which is mandatory under the regulations. Copies should be kept on file as part of the annual review.

Contact Documentation Form

This form is to be used to document attempts to contact authorized employees that have left the premises, when their lock out device must be removed. Attempts must be made to locate the employee on site and call to their home, in order to inform them that their device is to be removed. This can only be done by a management person, preferably the Program Administrator. The authorized employee must be told of the removal of their energy isolation device(s) prior to returning to their assigned duties.

Lock-Out/Tag-Out Program Annual Audit Form

This form is designed to assist the Program Administrator with the required annual audit of the lockout/tagout program. This should include a review of the written program information, review of training documentation, review of notification forms and observations of authorized employees performing lockout/tagout activities.

Glassboro Board of Education

"Notice to All Employees"

Lock-Out Tag-Out Program

The Glassboro Board of Education has established a Lock-Out/ Tag-Out Program, in accordance with PEOSH regulations, in order to protect our employees from the unexpected release or energization of equipment and machinery.

Lock-Out/Tag-Out procedures will be utilized whenever service or maintenance work is performed on equipment and machinery capable of injuring personnel if there is an unexpected start up or release of energy.

Only **Authorized Employees** shall be permitted to perform work on equipment or machinery in need of lock-out/tag-out precautions. These employees have received specialized training and have been assigned the necessary protective equipment to safely perform these procedures.

Employees working on or around equipment and machinery subject to lock-out/tag-out procedures shall be deemed **Affected Employees**. All affected employees will be notified prior to the commencement of work on equipment within their departments. Affected employees **shall not** interfere with any equipment or machinery involved in servicing when lock-out/tag-out procedures are in effect. Affected employees shall not attempt to activate any equipment under lock-out/tag-out, nor should any attempt be made to remove any lock-out/tag-out device. Only the **authorized employee** installing the lock-out/tag-out devices is permitted to remove such devices.

Affected employees will be notified when the equipment or machinery being serviced is back in service and available for use. If you are unaware of service or maintenance work being performed in your department, and notice any lock-out/tag-out devices on any equipment, notify your supervisor **IMMEDIATELY**. **DO NOT** attempt to remove the devices or start the equipment.

If you are in need of any further information or have any questions, you may review the Lock-Out/Tag-Out Program located in the Maintenance Supervisors office, or you may contact your department supervisor.

Glassboro Board of Education
Lock-Out/Tag-Out Program

Procedures Specific to Individual Equipment

Equipment Name: _____ Equipment #: _____

Purpose of Equipment: _____

Location of Equipment: _____

Check Off Energy Sources Present:

Electrical_____ Pneumatic_____ Other_____

Hydraulic_____ Stored Energy_____ Type_____

Steam_____ Water (hot/cold)_____

Gas_____ Chemical_____ Type_____

Lock-Out/Tag-Out Devices Needed:

Hasp_____ Ball Valve Device_____

Personal Lock_____ Gate Valve Device_____

Breaker Latch_____ Electrical Cord Cover_____

Tags and Ties (min. 50lbs force)_____ Other (specify)_____

Additional Equipment Needed: _____

_____

_____

_____

Specific Lock-Out/Tag-Out Procedures: _____

_____

_____

_____

_____

_____

_____

Lock-Out/Tag-Out Removal Procedures: _____

_____

_____

_____

_____

Energy Source Origin:

Building Name and Number:_____

Room Name and Number: _____

Panel Number: _____

Breaker Number: _____

Additional Information: _____

_____

_____

_____

_____

Glassboro BOARD OF EDUCATION

Lock-Out/Tag-Out Notification Form

Date: _____

To: _____, Affected Department Supervisor

This form is to notify you that maintenance and service work, requiring the use of lock-out/tag-out procedures, will take place on equipment and/or machinery in your department. Details of the scope of work to be performed are listed below. You are instructed to notify all potentially affected employees and other personnel within your department as to the nature and scope of work to be performed. A copy of this notice is to be posted in plain view within the department until the work has been completed. Any questions should be referred to the authorized lead employee whose name appears below, or his/her immediate supervisor.

Authorized Employee(s) Performing Work: *List lead mechanic/electrician and contact information, along with all other authorized employees.*

Lead Person: _____

Department: _____ Phone #: _____ Ext: _____

Authorized Employee: _____

Authorized Employee: _____

Affected Equipment: _____

Location of Equipment: _____

Scope of Work: _____

_____

_____

_____

Start Date: _____ **Approximate Start Time:** _____ **AM PM**

Estimated Completion Date/Time: _____

Location of Energy Isolation Device(s): _____

_____

_____

Additional Information: _____

_____

_____

_____

AUTHORIZED EMPLOYEE

CONTACT DOCUMENTATION FORM

This form is to be used for documenting contact attempts of authorized employees when their lockout devices must be removed and it is suspected that they are no longer on site to remove the device themselves. The authorized employee(s) must be informed of the removal of their lock(s) by their supervisor prior to returning to duty.

Date:_____

Name of Affected Equipment: _____

Location of Affected Equipment: _____

Energy Isolation Devices Removed: _____

_____

_____

Name of Authorized Employee(s): _____

_____

_____

Describe Attempt(s) to Contact Authorized Employee(s) at Facility:

_____

_____

_____

Describe Attempt(s) to Contact Authorized Employee(s) at Home:

_____

_____

_____

Authorized Employee(s) Notified of Removal of Isolation Devices:

Date Notified:_____ By Supervisor:_____

LOCKOUT/TAGOUT PROGRAM ANNUAL AUDIT FORM

The annual audit of the Lockout/Tagout Program shall be performed by the Program Administrator. This audit shall include at least the following:

1. A review of the written program for accuracy of equipment and contact information;
2. A review of the training documentation for authorized employees;
3. A review of the LOTO Notification Forms for accuracy; and
4. Random observations of authorized employees performing LOTO activities.

Date:_____ Review by: _____

Written Program Reviewed for Accuracy: **Yes** **No**

Summary of Changes to Program: _____

_____

_____

Review of Training Records: **Yes** **No**

All Authorized Employees Trained: **Yes** **No**

Review of LOTO Notification Forms: **Yes** **No**

Any Deficiencies Noted: **Yes** **No**

Describe: _____

_____

Observations of Authorized Employees:

Name of Employee: _____ Name of Employee:_____
Date of Observation: _____ Date Observed: _____
Description of Work: _____ Desc. Of Work: _____

_____ _____
Problems Noted: _____ Problems Noted: _____

_____ _____
Corrective Action(s): _____ Corrective Action: _____

_____ _____

Signature of Auditor:_____

Glassboro Board of Education

"Notice to All Employees"

Lock-Out Tag-Out Program

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If you are in need of any further information or have any questions, you may review the Lock-Out/Tag-Out Program located in the Maintenance Supervisors office, or you may contact your department supervisor.

Glassboro Public Schools

Mold Management Plan

Updated and Board approved on

1.0 BACKGROUND

Mold is one of nature's primary decomposers of organic materials. Many different types of mold feed on grass, leaves, wood, deceased animals and other organic materials found in nature. Because of this, mold spores are a naturally-occurring component of the air we breathe. The quantity of mold spores found in the air varies dramatically based upon the availability of nutrients, weather conditions - especially with respect to precipitation/humidity, and by other conditions such as wind, temperature and snow cover. Since mold spores are a component of outdoor air, they are also a component of indoor air. Mold spores enter buildings through open windows and doors, air handling systems and we transport spores that settle on our clothes, shoes, and hair.

It is key to maintain the indoor environment so the conditions are not favorable for mold growth that can increase the spore counts beyond the wide range typically found in outdoor air. Since mold spores are a normal component of the air, dampness/moisture is the most important parameter to control indoors. If building materials or contents become saturated, it is imperative to dry them as soon as possible, and eliminate the source of moisture before mold is given the opportunity to grow.

The Glassboro Public schools policy is to promptly correct the conditions that make the indoor environment favorable for mold growth and remediate mold that is observed indoors following the EPA Guidelines.

2.0 PROGRAM OBJECTIVE

The purpose of the Mold Remediation Procedure is to define the responsibilities, methods, procedures, and training required to safely and effectively remove or clean mold-contaminated building materials and contents.

3.0 SCOPE

This procedure covers facilities owned by The Haddonfield Board of Education.

4.0 DEFINITIONS

4.1 **Approved Contractor** - A contractor who has been approved by the Board of Education to perform mold remediation work.

4.2 **Level 1 Mold Remediation Project**- A project requiring the remediation of less than ten square feet of visible surface mold-contaminated materials, excluding HVAC. This is typically completed by trained facilities personnel when mold is derived from a clean, non-contaminated source. Notification of a Level 1 (less than 10 sf) cleanup will be made to the Facilities Director.

4.3 **Level 2 Mold Remediation Project**- A project involving remediation of greater than ten square feet of mold-contaminated materials. The project shall be completed by an approved contractor. Building notification is required.

4.4 **Moisture Assessment** - Inspection of materials by infrared thermography and/or penetrating and non-penetrating moisture detectors to identify those with elevated moisture content capable of supporting mold growth.

4.5 **Mold-Contaminated Materials** - Materials determined to be mold-contaminated through visual inspection, odor detection or other sampling methods.

4.6 **Post-Remediation Verification** - A post-remediation inspection performed by industrial hygiene consultants selected or approved by Timothy McFerren, Facilities Director. The inspection may include a moisture assessment, visual/odor inspection, or sampling as deemed appropriate. The purpose of the verification is to ensure that the remediation has been properly executed and that the area has been restored to what would be considered a normal indoor environment fungal ecology.

4.7 **Trained Individual** - An individual who has completed mold remediation training approved by the Facilities Director

5.0 RESPONSIBILITIES

5.1 Miguel Olivo, Facilities Director shall be responsible for:

5.1.1 Assessing suspected areas of mold contamination and coordinating the appropriate response.

5.1.2 In conjunction with outside consultants as needed, identify the underlying causes of mold contamination and identify required measures to prevent recurrence.

5.1.3 Performing or coordinating mold remediation project oversight for level 2 projects.

5.1.4 Providing or coordinating appropriate training for Facilities employees who perform mold remediation for Level 1 (less than ten square feet of visible surface mold on non HVAC materials, derived from clean, non-contaminated water source).

5.1.5 Performing periodic reviews of the overall effectiveness of the Mold Remediation Procedures and updating the program as required.

5.1.6 Maintaining all sampling, training and post-remediation verification documentation.

5.2 **Custodial & Maintenance Dept.** shall be responsible for:

5.2.1 Notifying Miguel Olivo, Facilities Director of observed mold growth of ten square feet or more, or mold derived from flood or sewage water.

5.2.2 Notifying Miguel Olivo, Facilities Director of leaks or other sources of increased indoor moisture and humidity (ie. condensation) that could be expected to increase potential for mold growth.

5.2.3 Performing or contacting Miguel Olivo, Facilities Director to obtain an approved vendor to complete moisture assessments.

5.2.4 Performing, or coordinating with approved vendor, mold remediation as outlined in this procedure.

5.2.5 Working in conjunction with Miguel Olivo (Faculties Director) to pre-qualify remediation contractors for Level 2 mold remediation projects.

5.2.6 Ensuring that employees participate in the appropriate training and follow the remediation work practices presented in the training.

6.0 GENERAL MOLD REMEDIATION INFORMATION

6.1 General Rules

6.1.1 Moisture assessments are an integral part of mold remediation. A moisture assessment of impacted materials should be completed to identify if mold growth is active or the result of a past incident. The assessment should identify all damp materials so that they can be removed or if appropriate, targeted for aggressive drying.

6.1.2 Only non-porous (e.g., metals, glass, and hard plastics) and semi-porous (e.g., wood, and concrete) materials that are structurally sound can be cleaned and reused. If a cleaning agent is used, only those that have been reviewed and approved by Facilities Director shall be used. All materials that will be reused shall be dry and visibly free from mold.

6.1.3 Porous materials such as ceiling tiles, insulation, and gypsum board may not be cleaned and should be removed and discarded as described in this procedure.

6.1.4 The use of biocides and other chemicals is typically not recommended. The removal of moldy materials and control of the source of moisture that enabled the growth is sufficient to prevent recurrence of mold growth.

6.1.5 The use of gaseous, vapor-phase or aerosolized biocides or odor suppressants for remediation purposes is not permitted without specific approval from Facilities Director.

6.1.6 Air sampling for molds is a complex issue. Mold spores are ubiquitous in air. The number of spores captured on a sample cassette during the sampling period can be influenced by numerous factors, which makes meaningful interpretation of the results difficult. Furthermore, there are inadequate recognized health-based standards related to mold spore counts versus onset of adverse health effects. There is no defined “safe” or “unsafe” spore count value that can be used to interpret the sampling results. In lieu of sampling, in most cases, the appropriate course of action is to perform a thorough inspection documenting that the source of moisture has been controlled and that impacted materials are adequately dry, the ambient relative humidity is maintained below 60% and that there

are no remaining visual indications of mold growth or odors of dampness or microbial volatile organic compounds.
Please see the EPA's positioning statement on Mold Sampling:
https://www.epa.gov/mold/mold-testing-or-sampling

"In most cases, if visible mold growth is present, sampling is unnecessary. Since no EPA or other federal limits have been set for mold or mold spores, sampling cannot be used to check a building's compliance with federal mold standards. Surface sampling may be useful to determine if an area has been adequately cleaned or remediated. Sampling for mold should be conducted by professionals who have specific experience in designing mold sampling protocols, sampling methods and interpreting results. Sample analysis should follow analytical methods recommended by the American Industrial Hygiene Association (AIHA), the American Conference of Governmental Industrial Hygienists (ACGIH), or other professional organizations."

7.0 MOLD REMEDIATION PROCEDURES

7.1 **Level 1: Limited Areas of Mold Contamination (10 square feet or less of mold contaminated materials) when the moisture source is non-contaminated.**

7.1.1 District notification per policy.

7.1.2 A moisture assessment may be required if the source and extent of moisture that allowed the mold to grow is not known. Miguel Olivo, Facilities Director can assist with this if needed.

7.1.3 Trained Facilities employees may complete the remediation.

7.1.4 Personal protective equipment including an N95 mask, gloves and eye protection shall be worn.

7.1.5 Clean up should be performed when occupants are not in the room.

7.1.6 Containment of the remediation area is not required per the EPA guidelines. A polyethylene drop cloth should be installed in the immediate area of the remediation activity.

7.1.7 Contaminated materials that cannot be cleaned should be removed from the building in a sealed plastic bag or wrapped and sealed in polyethylene sheeting and disposed of in the trash. There are no special requirements for the disposal of moldy materials.

7.1.8 Hidden mold - If additional mold contamination is discovered during the remediation project, contact Miguel Olivo, Director of Buildings & Grounds to reevaluate the project.

7.1.9 At the completion of the remediation project, all surfaces, including carpeting, in the vicinity of the remediation area shall be HEPA vacuumed. Additionally, non-porous surfaces shall be damp wiped, and the floors mopped with a standard cleaning agent.

7.1.10 All areas should be left dry and visibly-free from contamination and dust/debris. A final moisture assessment of building materials in the vicinity of the impacted area may be

required to ensure that the materials are adequately dry and not capable of supporting mold growth.

7.2 **Level 2: Mid to Large Areas (greater than 10 square feet of mold-contaminated materials)**

7.2.1 Glassboro Board of Education and Miguel Olivo (Facilities Director) must be notified of the intent to remediate as soon as possible.

7.2.2 Remediation shall be completed by an approved contractor selected by the Facilities Director. Remediation work practices shall be consistent with nationally accepted standards such as the Institute of Inspection Cleaning and Restoration (IICRC) S500-Standard and Reference Guide for Professional Water Damage Restoration and IICRC S520-Standard and Reference Guide for Professional Mold Remediation.

7.2.3 Contractor must submit a work plan detailing methods and procedures used to complete the remediation project to Miguel Olivo, Facilities Director for approval, preferably at least two working days in advance of the project.

7.2.4 Contractor must submit Safety Data Sheets (SDS) for chemicals used on the project to the Facilities Director for review and approval, preferably at least two working days in advance of the project.

7.2.5 The Facilities Director shall review the work plan and SDSs, request changes if necessary, and authorize contractor to proceed.

7.2.6 The Facilities Director shall perform project oversight to include periodic inspections to ensure that the project is completed in compliance with the work plan and complete post-remediation verification.

7.2.7 Approved contractor shall provide a written post-remediation verification report to the School Business Administrator & facilities Director.

8.0 TRAINING - Level 1: Limited Areas of Mold Contamination (10 square feet or less of mold contaminated materials) when the moisture source is non-contaminated.

8.1 Employees involved with mold remediation shall receive training consistent with their duties. Employees will receive training in order to acquire the understanding, knowledge and skills necessary for the safe performance of the duties assigned under this program.

8.2 Training shall be provided to each employee who performs mold remediation:

8.2.1 Before the employee is first assigned duties.

8.2.2 Whenever the employer has reason to believe that there are deviations from the Mold Remediation Procedure or that there are inadequacies in the employee's knowledge or use of these procedures.

8.3 The training shall establish employee proficiency in the duties required and shall introduce new or revised procedures, as necessary, for compliance.

8.4 Training content for Level 1 Cleanup shall include:

Proper use of Product - Utilizing a mild detergent such as Dawn dish liquid. A mild detergent is recommended when mold is derived from Humidity/Clean Water.

Proper use of Basic PPE - Goggles, gloves & N95 mask

Containment - Per the EPA, containment is not necessary for Level 1 cleanup. It is recommended to line floor area where work will be performed with a disposable polyethylene drop cloth.

Step 1 - Initial damp cleaning with a mild detergent. Scrub to remove spores if necessary.
Step 2 - HEPA Vacuum
Step 3 - Wash
Step 4 - Second HEPA Vacuum
Step 5 - Place cleaning rags, debris and drop cloth in a plastic bag, gooseneck tie and remove from building to dispose.

9.0 RECORDKEEPING

9.1 Training documentation shall be maintained for all employees who complete mold remediation training. Training rosters shall include the name of the trainer, name of trainee, and the date of training. The maintenance department shall maintain all training rosters and a copy of the training curriculum. The most current training record shall be maintained for each employee.

9.2 Buildings & Grounds Dept. shall maintain copies of all work plans.

9.3 Buildings & Grounds Dept. shall maintain all sampling data

9.4 Buildings & Grounds Dept. shall maintain all post-remediation sampling reports.

10.0 REFERENCES

10.1 Institute of Inspection Cleaning and Restoration Certification - IICRC S500 – Standard and Reference Guide for Professional Water Damage Restoration.

10.2 Institute of Inspection Cleaning and Restoration Certification IICRC S520 – Standard and Reference Guide for Professional Mold Remediation.

10.3 Centers for Disease Control and Prevention - Facts about Mold & Dampness and Mold Assessment Tool – General Buildings

10.4 US Environmental Protection Agency –Mold and Dampness

10.5 American Industrial Hygiene Association –Facts About Mold

10.6 New Jersey PEOSH Indoor Air Quality Standard Inspection Checklist

10.7 New Jersey Department of Health

10.8 Mold Remediation in Schools & Commercial Buildings[EPA 402-K-01-001, Reprinted 2008]