

## Operational Services

### Administrative Procedure - Hazardous and Infectious Materials

Hazardous and/or infectious materials are any substances, or mixture of substances, that constitute a fire, explosive, reactive, or health hazard. Examples of such materials include, but are not limited to:

- any item contained in the definition of “toxic substance” in the Toxic Substances Disclosure to Employees Act as well as those listed in Illinois Department of Labor regulations.
- an item or surface that has the presence of, or may reasonably be anticipated to have the presence of, blood or other bodily fluids;
- non-building related asbestos materials;
- lead and lead compounds (included in school supplies, i.e., art supplies, ceramic glazes);
- compressed gases (natural gas); and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide);
- solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride);
- liquids, compounds, solids or other hazardous chemicals which might be toxic, poisonous or cause serious bodily injury;
- materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algaecide, rodenticide, bactericides);
- regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol).

The Buildings and Grounds Supervisor:

1. Maintains a perpetual inventory of hazardous materials.
2. Makes available inventory lists to the appropriate police, fire, and emergency service agencies.
3. Compiles Material Safety Data Sheets (MSDS) and distribute them to employees. The data sheets will be maintained and updated when necessary.
4. Makes available MSDS to all persons requesting the information.
5. Stores hazardous materials in compliance with local, State, and federal law. Storage containers will be labeled and stored in a location which limits the risk presented by the materials. Containers will be stored in a limited-access area.
6. Transports hazardous materials in a manner which poses the least possible risk to persons and the environment and which is in compliance with local, State, and federal law.
7. Classifies hazardous materials as current inventory, waste, excess, or surplus. Disposal of hazardous materials will be done in compliance with local, State, and federal law.

### Pesticide Application

The Buildings and Grounds Supervisor provides an annual schedule of pesticide application to the supervisor of each District Building. The supervisor of each District building notifies students and employees in their building, as well as the parent(s)/guardian(s) of students, at least 2 business days before a pesticide application in or on school buildings or grounds. The notification must: (1) be written and may be included in newsletters, bulletins, calendars, or other correspondence currently being published, (2) identify the intended date of the application, and (3) state the name and telephone contact number for the school personnel responsible for the pesticide program. An exception to this notification is permitted if there is an imminent threat to health or property, in which case, the

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Structural Pest Control Act (225 ILCS 235/2) or the Lawn Care Products Application and Notice Act (415 ILCS 65/3), whichever is applicable, shall control.

The Buildings and Grounds Supervisor is responsible for compliance with the Structural Pest Control Act's requirements regarding an integrated pest management program. If, after August 1, 2000, the Superintendent determines that an integrated pest management program is economically feasible, the Buildings and Grounds Supervisor shall develop a program incorporating the Department of Public Health guidelines. If after August 1, 2000, the Superintendent determines that an integrated pest management program is not economically feasible, the Buildings and Grounds Supervisor shall comply with the notification mandates in the Structural Pest Control Act (225 ILCS 235/2).

#### Training and Necessary Equipment

Each Building Principal and non-certificated staff supervisor ensures that all staff members under his or her supervision receive training on the safe handling and use of hazardous materials. Emergency response and evacuation plans will be a part of the training.

Before an employee is given an assignment where contact with blood or bodily fluids or other hazardous material is likely, the employee is provided the necessary training, including training in the universal precautions and other infection control measures to prevent the transmission of communicable diseases and/or to reduce potential health hazards. An attendance record of an employee's participation in the training is maintained.

#### Substitute Non-Hazardous Materials

District staff substitute non-hazardous material for hazardous substances whenever possible and minimize the quantity of hazardous substances stored in school facilities. No art or craft material containing a toxic substance is ordered or purchased for use through grade 6; material containing toxic substances may be used in grades 7 through 8 only if properly labeled according to State law.

#### Infectious Materials

The Buildings and Grounds Supervisor prepares and distributes to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials. The Plan shall be reviewed and updated by the Superintendent at least annually. The Plan shall address the following issues:

- exposure determination;
- implementation schedule;
- procedures for evaluating an exposure incident.

#### Emergency Response Plan

The Building Principal ensures that proper procedures for cleaning-up potentially hazardous material spills are followed:

1. A building custodian is responsible for the actual cleanup.
2. Personal protective equipment, chemical neutralization kits, and absorbent material are available in each building at all times.
3. Spill residue is placed in containers designated for such purpose and disposed of in compliance with local, State, and federal law.

#### Evacuation

1. Evacuation rules are posted in each room. The rules will indicate the primary and alternate exits and the evacuation area to which students should proceed upon leaving the building. The

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posted rules are discussed with each class using the room during the first days of the school year.

2. A distinct signal is used for evacuation only. Another signal is used for return to class.
3. No person remains in class during evacuation drills.
4. Evacuation areas are no closer than 50 feet away from buildings and out of driveways.
5. Each student is responsible for moving quickly and quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. Each teacher:
  - maintains order during evacuation,
  - assigns students to hold the door open – these students will rejoin classmates outside when the last person has passed through the doors,
  - takes roll book and check roll when the class is in the assigned area – a missing student's name will be reported immediately to the Building Principal or designee.
7. The Building Principal reports each evacuation to the Superintendent.
8. The Building Principal conducts evacuation drills at regular intervals, but at least once yearly. Such drills can coincide with fire drills.

LEGAL REF:        29 C.F.R. Part 1910.1030, as adopted by the Illinois Department of Labor, 56 Ill. Admin. Code § 350.280.  
                      105 ILCS 135/1 et seq.  
                      225 ILCS 235/2, Structural Pest Control Act.  
                      415 ILCS 65/3, Lawn Care Products Application and Notice Act.  
                      820 ILCS 255/1 et seq.  
                      23 Ill. Admin. Code § 1.330.

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