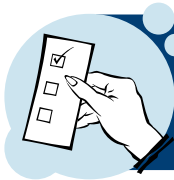


NOVEMBER

- November 4, 2011 - Last date to submit closeout documentation in support of PPAs or PPLs/PPBS (provisional approvals).
- 2011 Health & Safety Data Verification information sent to districts for the year's closeout.
- Proof of publication for alternative facilities bond "notice of intended projects" need to be submitted to MDE by November 25, 2011, in order to meet the "within 20 days of levy certification" requirement.
- Districts have until early November, to modify their FY 2011 UFARS numbers.
- Asbestos Refresher Training for Active O&M Staff
- Asbestos Awareness Training for new custodial maintenance staff - if applicable.
- AED's - check the expiration date of the pads & the battery (also note that First Aid Training Certification needs to be renewed every three years & that CPR & AED Certifications are to be updated every two years.

DECEMBER

- Laboratory Safety Program Review
 - Train Chemical Hygiene Affected Staff - if applicable
 - Complete general Science Safety Checklist
 - Ensure Copy Maintained in Laboratory
 - Review Carcinogens SOPs
- Employee-Right-to-Know Review for individual departments
 - Conduct Annual ERTK training for Foodservice
 - Conduct Annual ERTK training for Art, Technical Education and Ag Departments
- Compressed Gas Program Review
 - Conduct Compressed Gas Training for affected staff
 - Inventory Compressed Gas for number, condition & storage.



Safety Solutions

ENVIRONMENTAL/OCCUPATIONAL HEALTH & SAFETY CHECKLIST

PREPARED BY THE STAFF OF RESOURCE TRAINING & SOLUTIONS

RESPIRATOR TRAINING OPPORTUNITY

Wayne Warzecha, Health & Safety Specialist

The Health and Safety Department has added a new Respiratory Training DVD to our Media Center. This DVD, from the Minnesota Safety Council, covers a number of topics including: OSHA requirements for respirator protection, Employee responsibilities, Types of respiratory hazards, Types of respirators, How to use a respirator and How to clean and maintain a respirator. The training is 12 minutes long and concludes with a 20 point test on knowledge of the training. To check out the Respiratory Training DVD or to check for its availability please contact LaVonne Denzer at 320-255-3236 or ldenzer@resourcetraining.com. To view a complete list of the training video's we have in our media center you can go to www.resourcetraining.com/Page/MediaCenter.



PCB-CONTAINING FLUORESCENT LIGHT FIXTURES—GUIDANCE ON LEAKS

EPA guidance recommends that schools take steps to reduce potential exposures to PCBs from older fluorescent lighting fixtures. Pre-1979 ballasts contain PCBs that can leak when the ballasts fail. Schools with older ballasts should examine them to see if they have failed or have PCB leaks. If a light ballast is leaking PCBs, federal law requires immediate removal and disposal of the ballast and disposal of any PCB-contaminated materials at an EPA-approved facility. To prevent exposure, school personnel should wear protective clothing, including chemically resistant gloves, boots, and disposable overalls while surveying the ballasts. Replacement should be performed in a well-ventilated area, or with supplemental ventilation or respiratory protection. EPA has also developed information on how to properly handle and dispose of PCB-containing fluorescent light ballasts and properly retrofit lighting fixtures to remove potential PCB hazards.

See the guidance document at www.epa.gov/epawaste/hazard/tsd/pcbs/pubs/ballasts.htm.

Source: EPA Compliance Assistance News Briefs

Safety Solutions
ENVIRONMENTAL/OCCUPATIONAL HEALTH & SAFETY NEWSLETTER

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CHECKLIST

ASK OSHA

Q. The material safety data sheet (MSDS) for my solvent says to wear safety glasses with side shields while working with the product, but OSHA requires goggles be worn. Why?



A. ANSI 87.1-2003 American National Standard for Occupational and Educational Personal Eye and Face Protection Devices, which is referenced in OSHA 1910.133 Eye and Face Protection, requires goggles be worn where protection is needed from chemical splashing, such as working with a solvent. Splashed material can still contact the eyes by passing through the gaps between the face and the safety glasses with side shields.

While MSDS's are generally a good starting point, employers still have to perform a hazard assessment to determine the appropriate personal protective equipment (PPE) for a given task.

Q. My employer tells me I need to wear safety shoes to protect my feet from falling objects. Do I need to pay for the shoes myself?

A. Minnesota Statutes 182.655 subd. 10a requires employers to pay for all necessary personal protective equipment (PPE), including safety shoes. However, the employer is only responsible for paying the minimum cost of a safety shoe that provides the necessary protection if an employee wants a more expensive pair of shoes or boots, the employer has the option to either pay the full amount or require the employee to pay the difference.

Q. When does an employer need to develop a respiratory protection program?

A. If use of a respirator is required; the employer must create a complete, written respiratory program including medical evaluation, maintenance and annual fit-testing of tight fitting respirators. Where use of a respirator is voluntary, the employer still must develop a written program that includes the information necessary to assure employees can use the respirators safely, namely medical evaluation and sanitary maintenance of the respirator. The employer must also provide the employees with the text found in OSHA 1910.134 Appendix D: Information for Employees Using Respirators When Not Required under the Standard. However, if the only respirators voluntarily used are filtering facepiece respirators (also known as dust masks), then the employer only has to provide the employees with the information in the appendix and does not have to create a written program.

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