

MANAGEMENT SUPPORT**Safety Program Procedures****1.0 Playground Equipment**

Plans to install playground equipment, either temporarily or permanently at a school site, shall be reviewed by a committee appointed by the school principal and other appropriate staff members. A representative from the current insurance carrier shall be contacted prior to installation.

Guidelines

- 1.1 Equipment must meet the safety criteria listed below:
 - 1.1.1 All playground equipment must have an immediate ground surface that limits the impact from a fall, according to ASTM F-355-72. The safety surface must extend to the maximum distance to which a fall could occur.
 - 1.1.2 Equipment is to be placed to take full advantage of topography of surrounding terrain and far enough apart that there will be a disbursement of children allowing safe, free movement with the least possible congestion.
 - 1.1.3 All equipment is to be free from hazardous protrusions, points and sharp edges.
 - 1.1.4 Exposed component materials are to be rust-free, clean and durable to use and weather with a minimum amount of splintering, flaking or other deterioration. Lead paint and creosote shall not be used.
 - 1.1.5 Equipment that is low to the ground and with a six- (6) foot maximum vertical limit is preferred.
 - 1.1.6 All moving parts are to be concealed and be designed to minimize the chances of pinching or catching of clothing or of body.
 - 1.1.7 All equipment must be securely anchored according to manufacturer's recommendations and installed by the manufacturer or his/her authorized representative.
- 1.2 Equipment should require a minimum of maintenance, specifically for replacement of parts and painting.
- 1.3 Equipment should be aesthetically appealing, and encourage active and creative use.
- 1.4 Equipment should be difficult to vandalize.
- 1.5 Unpadded cement or steel stationary poles should not be in areas intended for running games.

The facilities director shall coordinate installation of approved equipment with the school principal. Quarterly inspections will be conducted.

2.0 Chemical Safety Procedures

- 2.1 All flammable chemicals will be stored in a lockable, metal, fireproof cabinet. This procedure will pertain to all district departments, i.e. science labs, vocational labs, maintenance and grounds shop, transportation department, etc. Department chairs/supervisors will oversee implementation.

- 2.2 All compressed gas cylinders will be chained to a solid vertical surface with the cylinders in an upright position. This procedure will pertain to all district departments. Department chairs/supervisors will be responsible for implementation.
- 2.3 Master electrical and gas shutoffs for vocational shop areas and science labs will be pointed out to teachers instructing in these areas. Department chairs/supervisors will be responsible for implementation. Facilities will be secondarily responsible for instructing certified personnel on this procedure.
- 2.4 Annual inventory of chemicals will occur. This procedure will eliminate storing outdated or non-useful chemicals. This is a safety issue that applies to all departments. Department chairs/supervisors will be responsible for implementation. All unsafe, unwanted, or inappropriate chemicals will be sent, via work order, to the facilities department for disposal. A Material Safety Data Sheet (MSDS) sheet should accompany the work order.
- 2.5 All chemicals will be clearly marked, and current MSDS sheets will be kept in each area where chemicals are used, and in the office of each building where chemicals are stored. This is a safety procedure that applies to all departments. Department chairs/supervisors will be responsible for monitoring this procedure and obtaining necessary MSDS sheets. Facilities can be contacted for help with obtaining MSDS information.
- 2.6 All students will be instructed on the safety guidelines/procedures for use of any/all chemicals they will be using or come in contact with. This is a safety procedure applicable to all departments. Department chairs/supervisors/heads will be responsible for implementation. First aid and emergency accident procedures will be posted.
- 2.7 Annual reviews of safety equipment and safety needs will occur. New, more efficient and effective technology will be implemented as budgetary constraints allow. This is a safety procedure for all departments. Facilities will be responsible for setting up meetings with all department chairs/supervisors annually to discuss these issues.
- 2.8 All staff will be encouraged to keep current with the newest advances in safety related topics. This is an educational procedure applicable to all departments. Each department chair/supervisor will be responsible for implementation.
- 2.9 All safety equipment will be checked and cleaned annually for proper function, i.e. dust collection systems, eye wash stations, shower stalls, etc.

This is a safety procedure for all departments/buildings. The facilities/custodial department will be responsible for this annual check during summer maintenance. Department chairs/supervisors should notify the facilities department if equipment is broken or malfunctioning, via work order, during the school year.

3.0 Application of Pesticides for Rodents and Insects

Whenever pesticides are used for the control of rodent or insect infestation, the following shall be utilized:

- 3.1 Pesticides shall be utilized only after the use of non-chemical processes have not been successful in controlling the problem or the situation is such that pesticides are the only means to treat the problem.
- 3.2 The school district licensed applicator is to determine the best means to control the problem.
- 3.3 Pesticides shall be applied only by a licensed applicator.

- 3.4 Forty-eight (48) hours prior to the planned application of pesticides the district will post a written notice, at least 8.5" x 11", at the entrance to the site indicating:
- 3.4.1 Product name
 - 3.4.2 Date and time of application
 - 3.4.3 Location to which pesticide will be applied
 - 3.4.4 Pest to be controlled
 - 3.4.5 Name and phone number of a contact person at the school
- Such notice will remain posted for twenty-four (24) hours following the initial application. In emergencies, the length of notification may be shortened by the Superintendent upon advice from the maintenance and/or custodial staffs and the site administrator.
- 3.5 In addition to the posted notice, employees who will likely be at the site, will be contacted by the licensed applicator, as will citizens who are on the list of pesticide-sensitive individuals as provided by the State of Washington, Department of Agriculture. Such notice will include the same information as in four (4) above.
- 3.6 Application of pesticides should be done at a time when students, staff and the general public will not be using the area to be treated. Following application, a minimum of twenty-four (24) hours should elapse prior to the use of the area, unless the pesticide is immobile such as pellets for treatment of rodent infestation. In no case are pesticides to be used where students have reasonable access to the treated area.
- 3.7 A school facility application does not include the application of antimicrobial pesticides or the placement of insect or rodent baits that are not accessible to children. Since these situations are exempted applications they do not require posting or pre-notification. (RCW 17.21.415 [7]).

4.0 Maintenance of Grounds & Integrated Pest Management

Integrated Pest Management (IPM) is a decision-making process that determines the most effective method to control specific infestation problems. IPM helps determine if, when, where and which pest suppression treatment is needed. IPM is designed to treat specific problems that occur that will cause unacceptable economic, health, safety or aesthetic damage. Applications are designed to cause the least disruption to natural control methods and minimize risk to people.

The Pullman School District IPM program will utilize the following strategies (in order of treatment) when addressing a problem. Each will be evaluated within the constraints of budget and available labor.

- Plant and grass selections that are resistant to infestation.
- Modification of the habitat to prevent pest problems.
- Changes in human behavior in treating of problems and in forming aesthetic and cosmetic judgments.
- Use of physical and/or manual controls such as pulling of weeds.
- Biological control such as habitat modification and use of natural enemies of specific pests. (Where children play this may not be feasible.)
- Use of chemical controls such as pesticides (insecticides, herbicides, rodenticides, etc.).

The Facilities Department is responsible for the implementation of the IPM program. Specific steps in implementing the IPM program are:

- 4.1 Identification and verification of a problem prior to any action.
- 4.2 Determination that the problem exceeds an acceptable level of damage as determined by the Facilities Department.
- 4.3 Evaluation of alternate methods for control of the problem including:
 - 4.3.1 improved turf management (fertilization, thatching, proper mowing heights, aeration, top dressing with sand, over-seeding, and proper irrigation);
 - 4.3.2 manual control (pulling of weeds, "weed-eating," etc.),
 - 4.3.3 crack fill;
 - 4.3.4 barking; and
 - 4.3.5 landscaping with different or alternative vegetation.
- 4.4 Selection of the most effective pesticide (noting that the use of pesticides in all cases is the last choice for control of a problem) using the following criteria:
 - 4.4.1 proven effectiveness;
 - 4.4.2 lowest environmental impact;
 - 4.4.3 operationally feasible; and
 - 4.4.4 cost effectiveness.

5.0 Notification of Pesticide Use:

5.1 Posting

- 5.1.1 Forty Eight (48) hours prior to the planned application of pesticides, the facilities department will post a written notice in a visible place at the main entrance to the building. In emergencies or when weather conditions are such that prior notice is not possible, posted notices will be placed as soon as reasonably possible and the school secretary and principal will be notified.
- 5.1.2 The notices will include:
 - 5.1.2.1 Product name
 - 5.1.2.2 Date and time of application
 - 5.1.2.3 Location to which pesticide will be applied
 - 5.1.2.4 Pest to be controlled
 - 5.1.2.5 Name and phone number of a contact person at the school
- 5.1.3 All posted notices will comply with all local, state and federal regulations regarding such posting.
- 5.1.4 Notices will remain posted for at least twenty-four (24) hours following the application or longer if label requires.

5.2 Pre-Notification

- 5.2.1 Forty-eight (48) hours prior to the planned application of pesticides notice (via written notice, email or automated phone calls) will be given to students employees who would be using the grounds immediately before, during or immediately after the application of pesticides. In emergencies or when weather

conditions are such that prior notice is not possible, notices (via written notice, email or automated phone calls) will be sent as soon as reasonably possible.

- 5.2.2 Citizens who are on the Department of Agriculture list of pesticide-sensitive individuals will be issued a notice on the day of the application.
- 5.2.3 Notification will contain the same information as the posted notification as listed in 5.1.

5.3 Procedures for Applying Pesticides

- 5.3.1 If pesticides are to be applied, the following procedures will be followed:
 - 5.3.1.1 Spraying shall be done only by a licensed applicator;
 - 5.3.1.2 Pesticides and methods used for application shall be those which result in the least amount of pesticide used, taking into consideration the immediate effectiveness in controlling the current problem and the long-term impact on re-emergence of the problem and the potential for re-application.
 - 5.3.1.3 Spraying will normally be specific using a hand gun, unless the problem is such that the use of a boom sprayer is more effective and efficient;
 - 5.3.1.4 Spraying will be done on non-school days or when students or the general public will not likely be scheduled to utilize the particular area for at least forty-eight (48) hours;
 - 5.3.1.5 Spraying will be done when weather conditions are optimal;
 - 5.3.1.6 Proper posting and notification will occur before and after application
 - 5.3.1.7 Proper records will be maintained and available for inspection.
- 5.3.2 Treated areas will be monitored for results and records will be kept of the results.
- 5.3.3 Evaluation and modification of the IPM program will result from effectiveness of treatments.

5.4 Training

The district will employ a licensed pesticide applicator. Such employee will be maintaining proper certification through annual training. Further, maintenance staff will receive training in IPM practices as such training is available.

6.0 Maintenance of Grounds & Integrated Pest Management: Pesticides Applied on a Regular Basis

The following is a list of pesticides that are applied on a regular basis (more than twice a year) on district grounds. This list will be reviewed yearly.

- 6.1 **Glyphosate 4 Plus** will be used for annual and perennial weeds already emerged. Will be applied on a calm, dry day.
- 6.2 **Escort, Speedzone, Orthene or Tempo SC Ultra** will be used for annual and perennial weeds not yet germinated (pre-emergent). Pre-emergents can be applied rain or shine. Areas of application (as needed) include, but, may not be limited to:
 - 6.2.1 flower beds
 - 6.2.2 shrub beds
 - 6.2.3 curbs & sidewalks
 - 6.2.4 baseball and softball infields
 - 6.2.5 playgrounds
 - 6.2.6 along fence rows around the base of trees
 - 6.2.7 around and on parking lots
 - 6.2.8 inside and outside of the running tracks

- 6.3 Triple Shot or Milestone** will be used to combat Canadian Thistle, which is a class “C” noxious weed and must be controlled as by state law. Wilpower is a non-clopyralid product and will be labeled for Canadian thistle in turf.
- 6.4 Application**
Pesticides will always be used according to label directions, with the number one concern being exposure to students and staff.
- 6.5 Application Schedule**
At the appropriate time of the year a survey will be done of the school district for potential problems. A schedule will then be developed for the application of said pesticides. This schedule will revolve around the school calendar. Designated applications will be scheduled during the time when schools are not in session, such as spring and summer vacations.
- 6.6 Posting**
Notification will be made in accordance to RCW17.21.415, and District Policy 6510.4.
- 6.7 Annual Notification**
The District will include an Annual Summary of Pesticide Use in it’s Annual Notification packets to all parents, as well as publish the Annual Summary of Pesticide Use in the community paper with other annual notifications.
- 6.8 Licensed Personnel**
School district maintenance/grounds employees will be trained and licensed to apply said pesticides.

Legal Reference:

RCW 17.21.415 (2), Schools – Policies & methods – Notification – Records – Liability

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