

Darke County
General Health District
School Environmental Health and Safety
Inspection Methodology



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Introduction

This document contains the inspection methodology used by the Darke County General Health District (DCHD) to conduct school environmental health and safety inspections in all school buildings in Darke County. The methodology is consistent with the Ohio Environmental Health Association's (OEHA) Model School Inspection Template. If OEHA makes revisions to its methodology, the Darke County General Health District will update its procedures accordingly. This policy is to ensure a safe and healthy environment for the students and employees in each school system. Inspections shall be conducted in the school building to verify compliance with Sections 3707.03 and 3707.26 of the Ohio Revised Code.

This document contains information related to definitions, recommended actions by the board of health and schools, and the environmental health and safety items sanitarians will use to conduct their inspections.

Signature Page

This document was reviewed and approved by the Darke County Health Commissioner & the Darke County Board of Health on October 10, 2017.

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Section 1: Definitions.

- (A) “Administration” means the board of education of each school district, governing board of each educational service center, the administration of each nonpublic school and the governing authority of each community school.
- (B) “Administrator” means the school principal, chief administrator or governing authority of a school building.
- (C) “Board of health” means the board of health of a city, general health district, combined health district or the authority or representative (ie, health commissioner or sanitarian) of having the duties to act under the board of health under section 3709.05 of the Revised Code.
- (D) “Director” means the director of the Ohio department of health and includes any authorized representative of the director.
- (E) “Entanglement” means a condition in which the user’s clothes or something around the user’s neck becomes caught or entwined on a component of playground equipment.
- (F) “Entrapment” means any condition which impedes the withdrawal of a body or body part that has penetrated an opening.
- (G) “Use zone” means the area beneath and immediately adjacent to a play structure or equipment that is designated for unrestricted circulation around the equipment and where it is predicted that a user would land when falling from or exiting the equipment.
- (H) “Gym equipment” means equipment and loose furnishings used for physical education instruction.
- (I) “Local exhaust system” means an industrial ventilation system designed to capture and remove airborne contaminants at the source of emission, thereby minimizing contaminant entry into the workplace ambient air.
- (J) “Nonpublic school” means a chartered nonpublic school that meets the minimum education standards prescribed by the state board of education under section 3301.07 of the Revised Code. “Nonpublic school” includes facilities used for child care programs for preschool children operated by the school.
- (K) “Personal Protective Equipment” means clothing or devices worn to help isolate a person from direct exposure to a hazardous material or situation. This can include protective clothing, respiratory, eye and hearing protection and gloves.
- (L) “Public school” means either of the following:
 - (1) A school operated by a school district, educational service center, or board of mental retardation and developmental disabilities, including facilities used for child care programs for preschool children operated by the district, center, or

board; or

- (2) A community school established under Chapter 3314. of the Revised Code, including a facility operated by an internet- or computer-based community school, as defined in section 3314.02 of the Revised Code, that is used as a classroom or laboratory for one or more students. “Public school” does not mean the residence of a student enrolled in an internet- or computer-based community school.

(M) “Safety Data Sheet (SDS)” means an informational sheet provided from the manufacturer of chemicals or products containing chemicals. All safety data sheets shall contain the following information:

- (1) Chemical name and composition;
- (2) Manufacturer and distributor name and address;
- (3) Chemical and physical properties;
- (4) Health/flammability/chemical reactivity hazard ratings;
- (5) First-aid measures;
- (6) Firefighting measures;
- (7) Accidental release/spill measures;
- (8) Proper handling and storage procedures;
- (9) Exposure limits;
- (10) Toxicological information;
- (11) Personal protective equipment; and
- (12) Disposal considerations.

(N) “Sanitarian” means a person who performs for compensation educational, investigational, technical or administrative duties requiring specialized knowledge and skills in the field of environmental health science and is registered with the State of Ohio as a sanitarian or sanitarian-in-training.

(O) “School” means either a nonpublic school or public school as defined in this rule. School also means all buildings operated by the school and located on the school grounds. School does not mean any of the following:

- (1) A child care program for preschool children;

- (2) A child care program for preschool children that is not operated by a public or nonpublic school; or
- (3) A chartered kindergarten that is associated with a freestanding preschool and that is not operated by a school district, educational service center, or county board of mental retardation and developmental disabilities.
- (P) “School inspection” means any environmental health, safety or sanitary inspection of a school building and associated grounds performed by a sanitarian employed by a board of health.
- (Q) “Tempered water” means water having a temperature range between eighty-five degrees Fahrenheit to one hundred ten degrees Fahrenheit.

Section 2: Responsibilities of boards of health.

(A) The board of health shall conduct school inspections in accordance with this section of the act and in accordance with the following:

- (1) The inspection shall be conducted during regular school hours;
- (2) Inspections shall occur not less than twice per year.
- (3) The board of health shall notify the building principal, chief administrator, or governing authority at least one week prior to the inspection if requesting a representative to accompany the sanitarian during the inspection; and

(B) The board of health shall send a copy of the school inspection report within thirty days to the following individuals at the addresses identified by the school or school district:

- (1) The principal, chief administrator or governing authority of the building;
- (2) In the case of a school operated by a school district, the superintendent or designee.

Section 3: Responsibilities of the principal, chief administrator, or governing authority of each school.

(A) Each school principal, chief administrator or governing authority shall cooperate with the board of health that has jurisdiction over the school in the conduct of school inspections by providing the following:

- (1) Access to the building and grounds for the inspection at any time during the school's operation and during regular school hours;
- (2) Record of inspections of the school grounds and buildings for dangerous and recalled products that have been identified by the local board of health;
- (3) Any records or other information the board of health considers necessary to evaluate the health and safety of the school (comprehensive safety plan, safety or crisis management plan, bloodborne pathogens guidance protocol, inspection reports for the roof, playground, and stationary bleachers, and pest control reports); and
- (4) A representative of the school building or district shall accompany the sanitarian during the course of the inspection, with advance notice from the board of health and upon request of the sanitarian.

(B) For the purpose of receiving copies of the inspection report, the administrator of each school building shall provide to the sanitarian, at or before the time of inspection, a list of contact names and addresses for the following:

- (1) The school principal, chief administrator or governing authority of the building;
- (2) In the case of a school operated by a school district, the superintendent or designee.

Section 4: School grounds and building exterior inspections.

(A) School grounds and building exterior inspections shall include the following areas:

(1) School grounds and building exterior:

- (a) All buildings shall be in general good repair;
- (b) Vehicle use areas, including bus loading and unloading areas, and pedestrian walkways shall be clearly marked;
- (c) No trip hazards shall be present;
- (d) Grounds shall be maintained in a clean, orderly and sanitary condition with no litter;
- (e) No evidence standing water or evidence on the building of water damage or of conditions that may cause water intrusion into the building; gutters and drainage systems shall be in good repair and maintained; walls and windows shall show no sign of water intrusion.
- (f) There shall be no contaminant sources near outside air intakes and air intakes shall be protected by screens, louvers or other filtering devices;
- (g) There shall be no paint, roofing materials or other sealants or coatings applied during occupied periods without the use of exposure control methods;
- (h) The roof of a school shall be inspected by a qualified individual once a year as determined by the school, and when otherwise deemed necessary.

(2) Playgrounds:

- (a) Students shall not be allowed to use the playground during school hours without staff supervision;
- (b) All playground equipment shall be in good repair;
- (c) Surfacing in the use zones of playground equipment, specified in this rule, shall be maintained according to the chart that follows:

-Maximum fall height and minimum compressed loose-fill surfacing depths-

| <u>Material</u> | <u>Fall Height</u> | <u>Inches of Compressed Material</u> |
|-----------------------------|--------------------|--------------------------------------|
| <u>Wood Mulch (non-CCA)</u> | <u>7 feet</u> | <u>9 inches</u> |
| <u>Wood Chips</u> | <u>10 feet</u> | <u>9 inches</u> |
| <u>Sand</u> | <u>4 feet</u> | <u>9 inches</u> |
| <u>Pea Gravel</u> | <u>5 feet</u> | <u>9 inches</u> |
| <u>Shredded Rubber</u> | <u>10 feet</u> | <u>9 inches</u> |

- (d) When installing loose-fill material over a hard surface, in a manner consistent with protective surfacing material in a playground setting, the following conditions shall be met:
 - (i) Immediately over the hard surface a three to six-inch layer of drainage material shall be installed;
 - (ii) A layer of geotextile cloth shall be placed on top of the drainage material;
 - (iii) Loose fill material shall be installed in accordance with section 4 (A)(2)(c) over the geotextile cloth; and
 - (iv) An impact attenuating mat shall be installed in high traffic areas where loose fill material displacement is likely.
- (e) Surfacing other than those contained in this act shall provide a level of protection that is equivalent or superior to those in section 4 (A)(2)(c) and the level of protection shall be certified by an independent testing agency that meets ASTM standards.
- (f) Use zones around slides, swings and stationary equipment shall be free of obstructions and shall be of the following dimensions:
 - (i) Slides - at the front of the slide the use zone for slides less than or equal to six feet shall be at least six feet, for slides greater than six feet the use zone shall be equal to the height of the slide (not required to exceed eight feet) and a six foot radius from all other parts of the slide;
 - (ii) Swings - twice the height of the swings (from the surfacing material to the pivot point of the swing) in front and back and a six foot radius from the sides of the swing structure; and
 - (iii) Stationary equipment - six feet in all directions.

- (g) Equipment shall not have any openings between three and one half inches and nine inches in size;
 - (h) Equipment components shall not have any protruding bolts or separations that may cause the entanglement of a portion or portions of the body, clothing, jewelry, or other items that may result in the strangulation or dismemberment of the user.
 - (i) The school shall make available to the sanitarian, at the time of inspection, any and all reports from inspections done of the playground;
- (3) Solid waste disposal areas:
- (a) Trash and recycling containers shall be equipped with lids and the lids shall cover the containers when not in use;
 - (b) Trash, recycling, and compactor containers shall show no evidence of attracting pests.

Section 5: School indoor environment inspections.

(A) All school indoor environments inspections shall include the following:

- (1) All school indoor environments shall be clean, sanitary and free of hazards;
- (2) There shall be a walk off mat at all primary entry points into the building. If the area cannot accommodate a fifteen foot mat, the mat should be as long as the area will accommodate. All mats shall be cleaned and replaced as necessary;
- (3) Doors shall be properly installed and maintained to fit tightly in their frame. Exterior doors shall have no cracks, gaps, or other visible openings that would allow insects or other pests to enter into the building;
- (4) Indoor environments shall be sanitary with no signs of moisture, water damage or water intrusion.
- (5) There shall be no storage of items that restrict routine maintenance or cleaning;
- (6) There shall be no evidence of pests or obvious food sources for pests;
- (7) Furniture and toys shall be cleanable, clean and in good repair;
- (8) Portable banquet tables, cafeteria tables, shelving, and other portable furniture items, when not in a position intended for use, shall be stored in a manner that is inaccessible to students or shall be secured to the wall or floor to prevent injuries from tipping. Heavy furniture items shall be moved only by authorized personnel; Televisions and heavy equipment that may pose a hazard by tipping or falling shall be securely anchored to a cart, wall or floor and shall be moved only by authorized personnel;
- (9) Chemicals and cleaning products used in the classrooms shall be inaccessible to all students with the exception of chemicals used during classroom instruction.
 - (a) Safety Data Sheet (SDS) for every chemical used in the school building or on school grounds for cleaning, maintenance or instruction shall be available to staff in the areas where chemicals are used and in the school office or other appropriately designated central area of the building;
- (10) Walls shall have paint and plaster intact with no visible bowing or evidence of cracks or damage;

(11) Floors:

- (a) Floors shall be sanitary and dry with no tripping hazards;
- (b) Carpeting and vinyl cushion tufted textile shall be sanitary, dry and secure to the floor and not installed in vestibules and corridors within fifteen feet of all building entrances or in areas prone to moisture accumulation or proximate to moisture sources, including but not limited to locker rooms, restrooms, and spaces adjacent to sinks; and
- (c) Area rugs shall be sanitary and in good repair.

(12) Ceilings shall be present, intact and sanitary with no water damage, stains, suspected mold or chipping or peeling paint;

(13) Window panes and frames shall be clean, intact and properly caulked and glazed;

(14) Heating, ventilation and air conditioning systems shall:

- (a) Have the thermostatic controls set to operate the fan continuously during occupied periods;
- (b) Not have any excessive noise, vibration or odor from any system component;
- (c) Not have any suspected mold or other debris on any system component;
- (d) Have adequate air filtration media in central air handling units and unit ventilators;
- (e) Have unobstructed air supply grills or outlets and air return grills or inlets with no rigged baffles, deflectors or barriers affixed; and
- (f) Provide adequate ventilation to prevent reasonable health complaints and to remove or dilute contaminants within the capacity of the system.

(15) Animal(s) in the building shall be managed in the following ways:

- (a) There shall be no excessive accumulation of animal waste in animal containers or cages;
- (b) Animal containers or cages shall be equipped with properly fitting lids;

- (c) Hand washing facilities shall be available and immediately used when animals are handled;
- (d) Animals shall not be permitted to roam in the school building, except for therapy animals or animals that are used for assistance;
- (e) Animals shall not be permitted on surfaces where food or drink is prepared or consumed;
- (f) All animal feed shall be in tightly sealed and labeled containers and separate from human food.

(16) Plumbing fixtures:

- (a) All plumbing fixtures shall be in good repair;
- (b) Drinking fountain streams shall crest a minimum of one inch above the mouth guard of the fountain;

(17) Diapering facilities, if existing or upon installation:

- (a) Hand washing facilities shall be available in rooms where restroom assistance is provided;
- (b) Diapering facilities shall be sanitary and in good condition. Elevated diapering facilities shall be properly guarded to prevent falls.

(18) Lighting shall be adequate in all areas of the school building. Guarding or shields shall be present on fixtures designed to be equipped with guards or shields or provided in areas where potential impact hazards exist;

(19) There shall be no excessive noise in the school building so as to create hearing hazards or disrupt classroom instruction;

(20) Box and stand fans shall be properly guarded, clean and equipped with electrical cords that are maintained in good repair. Ceiling fans shall be clean and in good repair;

(21) All extension cords shall be in good repair, shall not be connected in together, and shall not be used in lieu of permanent wiring;

(22) There shall be no use of ungrounded extension cords for permanent equipment;

(23) All switches and outlets shall be in good repair: and

(B) Hallways and stairwells:

Stair treads and handrails shall be secure and in good repair.

Section 6: Specialty classroom inspections.

- (A) All doors to the specialty classroom shall be locked when the classroom is not occupied;
- (B) Staff shall be present while the room is occupied;
- (C) If gas is used, the master gas shutoff valve shall be clearly labeled, easily accessible in the classroom and immediately operable by staff;
- (D) Food and drinks shall not be consumed by students or during classroom instruction, in the storage room and other areas where chemicals are used or stored;
- (E) There shall be no elemental mercury or thermometers, barometers or other portable devices containing elemental mercury in the classroom or storage room;
- (F) Personal protective equipment shall be in good repair and available for use when appropriate and according to the safety plan;
- (G) Fume hoods and local exhaust systems shall be in use when hazardous airborne contaminants are generated as part of classroom activities. Fume hoods shall be properly maintained in accordance with manufacturer's instructions and inspected annually. Documentation of all maintenance and inspections shall be readily available upon inspection;
- (H) Hand washing facilities shall be available in the classroom and shall be supplied as necessary. Laboratory sinks may fulfill this requirement, if properly supplied;
- (I) Hazard communication shall be in accordance with the following:
 - (1) All containers of chemicals used in the classroom shall be properly labeled, with the exception of containers used during an immediate classroom period; and
 - (2) Safety Data Sheets (SDS) shall be accessible to staff for all classroom chemicals.
- (J) Chemical storage shall be in accordance with the following:
 - (1) Chemical storage rooms and chemical storage cabinets shall be inaccessible to students or locked while not in use;

- (2) A comprehensive chemical inventory list, Safety Data Sheets (SDS), and disposal log shall be present and immediately accessible to staff;
 - (3) Chemicals shall be stored according to chemically compatible families following supplier recommendations
 - (4) Acids and bases shall be stored in separate, dedicated cabinets;
 - (5) Nitric acid shall be stored separately from all other acids;
 - (6) All flammable or combustible and corrosive liquids shall be stored separately, in approved cabinets, properly labeled and locked at all times when not in use;
 - (7) Shelves or shelving units for chemical storage shall be in good repair, adequately supported, have anti-roll lips and shall be secured to the wall or floor;
 - (8) Chemical storage rooms may be vented with a mechanical exhaust system. If an exhaust system is present, it shall operate continuously;
 - (9) Chemicals shall not be stored in fume hoods, on floors or above user's line of sight;
 - (10) Food and drinks shall not be stored in refrigerators storing chemicals or specimens.
- (K) Emergency showers and eyewash stations shall be operational, unobstructed and maintained according to manufacturer's instructions. Documentation of shower and eye wash station inspections shall be available to the sanitarian upon request.
- (L) First aid and chemical spill kits shall be appropriately supplied and immediately accessible to staff.
- (M) There shall be no use or storage of the following items:
- (1) Dry or powdered pigments
 - (2) Highly toxic pigments or paints;
 - (3) Materials containing heavy metals;
 - (4) Highly toxic solvents;
 - (5) Solvent based inks or markers that are not "Art and Creative Materials Institute" (ACMI) approved; and

- (N) Aerosol sprays shall be used under local exhaust systems, while using the appropriate personal protective equipment and under staff supervision;
- (O) Kilns shall have local exhaust systems and shall be used under staff supervision;
- (P) Aisles shall be unobstructed;
- (Q) Welding shields or screens shall be present, in good repair and available for use during welding;
- (R) Equipment shall be maintained according to the following methods:
 - (1) Equipment shall be in general good repair;
 - (2) Guards on blades, belts or other devices shall be operational, secure and in place when equipment is in use;
 - (3) Control switches, including emergency shut off switches, shall be clearly identifiable and accessible to any person in the classroom;
 - (4) Equipment placement shall not impede egress from the classroom;
 - (5) Equipment that poses a tipping hazard shall be securely anchored;

Section 7: Administrative and non-classroom inspection areas.

(A) Floors shall be cleaned after spills and after periods when food is served.

(B) There shall be no accumulation of dust, suspected mold or other material on books or shelves;

(C) Inspections of athletic facilities shall include the following:

- (1) All gym equipment and associated loose furnishings shall be safe, sanitary and in good repair;
- (2) Cleaning supplies shall be readily available for use under staff supervision;
- (3) Floor mats shall be provided and cleaned and sanitized after each use, other matting shall be provided and cleaned and sanitized as necessary; and
- (4) The school shall have all bleachers, folding and telescopic seating, and grandstands inspected at least once annually by a qualified person. Qualified person as used in this paragraph means an individual familiar with the design, installation, operation and maintenance of folding and telescopic bleachers and grandstands. Documentation of annual inspections shall be available to the sanitarian upon request.

(D) Inspection of locker rooms shall include the following:

- (1) Hot and cold running water shall be supplied to all faucets and showers that are operational;
- (2) Restroom facilities shall comply with the requirements for restrooms contained herein;
- (3) There shall be no evidence of sustained water condensation, water damage, or water intrusion, including but not limited to suspected mold, on any surface;
- (4) Operational showers shall not be used for storage; and
- (5) Operational showers used by students shall have non-slip mats or non-slip surfacing in the vicinity of showers where wet floors may pose a slip hazard.
- (6) Non-operational showers used for storage shall be clean, sanitary, and supplied with a non-operable water source, and shall have drains repaired in a manner that will not allow the infiltration of sewer gas into the building.

(E) Inspection of training or weight lifting rooms shall include the following:

- (1) Weightlifting equipment and benches shall be sanitary and in good repair;
- (2) Therapeutic whirlpools shall be sanitary, in good repair and the area shall be equipped with an operable exhaust fan; and
- (3) Appropriate supplies shall be readily available for use under staff supervision and shall be used to clean and sanitize weightlifting equipment and benches after each individual use.

(F) Inspection of restrooms shall include the following:

- (1) All plumbing fixtures shall be sanitary, operable, properly supplied and in good repair;
- (2) Sinks supplied by automatic or low-flow fixtures shall provide a continuous flow of water for at least ten seconds;
- (3) Hand washing sinks shall be provided with hand cleaning liquid, powder, or bar soap and individual, disposable towels, continuous towel system that supplies the user with a clean towel or a heated-air hand drying device;
- (4) Tempered water shall be available at all sinks;
- (5) Hand-washing posters shall be posted and visible from all sinks;
- (6) Toilet tissue shall be available at each toilet;
- (7) Adequate waste receptacles shall be conveniently located;
- (8) Exhaust fans and exhaust systems shall be operable and continually operating while the building is occupied; and

(G) Inspection of custodial closets shall include the following:

- (1) All doors to custodial closets shall be locked while students are present;
- (2) All sinks shall be equipped with backflow prevention devices;
- (3) All containers of chemicals shall be properly labeled; and
- (4) Safety Data Sheets (SDS) shall be readily accessible to staff for all chemicals used or stored in the custodial closet.

(H) Inspection of mechanical rooms shall include the following:

- (1) All doors to mechanical rooms shall be locked while students are present;
- (2) All flammable or combustible liquids shall be stored in an approved flammable storage cabinet;
- (3) Floors shall be free of slip, trip and fall hazards; and
- (4) There shall be no storage of items that inhibit or restrict routine maintenance or cleaning.
- (5) Safety data sheets (SDS) shall be readily accessible to staff for all hazardous chemicals used or stored in mechanical rooms.

(I) Inspection of the healthcare area shall include the following:

- (1) The areas used for student healthcare shall have:
 - (a) A toilet and sink adjacent to the area and not used by the general student population;
 - (b) A cot and mattress with waterproof cover which shall be cleaned and sanitized after each individual use and maintained in good repair;
 - (c) Access to a telephone
- (2) The areas used for student healthcare shall have the following equipment and durable supplies:
 - (a) A current first aid reference document;
 - (b) A sharps container when sharps disposal is necessary; and
 - (c) A non-mercury containing thermometer. When sphygmomanometers are present they shall be non-mercury containing.
 - (d) Certificate and equipment for personnel certified in CPR, First Aid, and AED.

(J) Inspection of the administrative areas shall include the following:

- (1) All appliances used in a break room shall be clean and in good repair; and

- (2) All food in break rooms shall be properly stored to limit attraction of pests. Refrigerators in break rooms shall not be used for storage of chemicals or specimens.