



WISCONSIN SCHOOL SAFETY COORDINATORS ASSOCIATION

School Safety Coordinators Resource Guide

Our Vision Statement: WSSCA endeavors to be the one organization Wisconsin schools and safety/security related businesses can look to for the finest training, services, and guidance in any and all school safety/security related matters.

Our Mission Statement: Keep schools safe.

Our Motto: Education First – Safety Always.

Our Guiding Words:

- **Communications** – open and transparent.
- **Trust** – in each other and the organization.
- **Responsibility** – to do the jobs we have individually and collectively as a board.
- **Respect** – for each other and our members.
- **Training** – the highest quality, most timely training possible.
- **Value** – as a non-profit organization, we will respect the fact that much of our financial support comes from tax payer funds and from our local businesses.
- **Stewardship** – WSSCA has become a highly respected institution due to the hard work, dedication and commitment of our predecessors. We will build on that solid foundation, and ensure that the philosophy, the policies, and the direction remains true to our mission.
- **Professionalism** – We will conduct ourselves in a professional and ethical manner, respecting each other's opinions as we work in harmony to meet the goals of the organization.
- **Reliability** – Each of us is responsible to the other for replying to inquiries from our members in a timely manner with the best information possible.

Education First - Safety Always

DISCLAIMER: The School Safety Coordinator’s Resource Guide (Guide) is intended as a resource to Wisconsin School Safety Coordinators Association (WSSCA) members. The Guide may be subject to amendment and updating without notice. The information contained in this Guide is for general information purposes only.

PLEASE NOTE: The information contained in the Guide cannot be used as is. You must customize your policies and/or procedures to meet the needs of your organization.

WSSCA does not guarantee that this Guide is or can be relied on for compliance with any law or regulation, assurance against preventable losses, or freedom from legal liability. WSSCA will not be liable for your use of the Guide as customized by you. All safety programs and policies included in this Guide and the information used to complete your documents, should be reviewed by your legal counsel and/or risk management staff.

Through this document you are able to link to internet websites which are not under the control of WSSCA. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorsement of the views expressed within them.

The information contained within this Guide is believed to be accurate. WSSCA provides no representation or warranty, express or implied, as to the accuracy or completeness of this information or opinions contained herein.

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Welcome to Wisconsin School Safety Coordinators Association Guide. It is our goal to provide information and resource links to assist Safety/Security professionals in their risk management efforts.

If you discover links that do not work or other errors in this document, please email our webmaster at web@wssca.org.

1. Health & Safety Compliance Standards

- **Administration and Enforcement** ([SPS 332.05 - SPS 332.11](#))
- **General Requirements** ([SPS 332.15 - SPS 332.16](#))
- **Amendments To OSHA Standards** ([SPS 332.20](#))
- **Walking/Working Surfaces**
<http://www.osha.gov/SLTC/walkingworkingsurfaces/index.html>
 - ❖ Portable Wood Ladders
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9717
 - ❖ Portable Metal Ladders
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9718
 - ❖ Fixed Ladders
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9719
 - ❖ Safety Requirements for Scaffolding
<http://www.osha.gov/SLTC/scaffolding/index.html>
 - ❖ Manually Propelled Mobile Ladder Stands and Scaffolds
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9721
- **Exit Routes, Emergency Action Plans & Fire Prevention Plans**
<http://www.osha.gov/SLTC/emergencypreparedness/index.html>
 - ❖ Emergency Action Plans
<http://www.osha.gov/SLTC/etools/evacuation/index.html>
 - ❖ Fire Prevention Plans
<http://www.osha.gov/SLTC/firesafety/index.html>

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- **Powered Platforms, Manlifts & Vehicle Mounted Work Platforms**
http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1910#1910_Subpart_F
 - ❖ Powered Platforms for Building Maintenance
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9727
 - ❖ Vehicle Mounted, elevating and Rotating Work Platforms
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9732
- **Occupational Health and Environmental Control**
 - ❖ Ventilation
<http://www.osha.gov/SLTC/ventilation/index.html>
 - ❖ Occupational Noise Exposure
<http://www.osha.gov/SLTC/noisehearingconservation/index.html>
- **Hazardous Materials**
<http://www.osha.gov/SLTC/hazardoustoxicsubstances/index.html>
 - ❖ Flammable & Combustible Liquids
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9752
 - ❖ Liquefied Petroleum Gasses
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9756
 - ❖ Anhydrous Ammonia
<http://www.osha.gov/SLTC/ammoniarefrigeration/index.html>
 - ❖ Hazardous Waste & Emergency Response
<http://www.osha.gov/SLTC/hazardouswaste/index.html>
- **Personal Protective Equipment**
<http://www.osha.gov/SLTC/personalprotectiveequipment/index.html>
 - ❖ General Requirements
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9777&p_text_version=FALSE
 - ❖ Eye & Face Protection
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9778
 - ❖ Respiratory Protection
<http://www.osha.gov/SLTC/respiratoryprotection/index.html>
 - ❖ Electrical Protective Devices
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9787

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- ❖ Head Protection
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9785
- ❖ Foot Protection
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9786
- ❖ Hand Protection
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9787
- **General Environmental Controls**
 - ❖ Permit-Required Confined Spaces
<http://www.osha.gov/SLTC/confinedspaces/index.html>
 - ❖ Lockout/Tagout
<http://www.osha.gov/SLTC/controlhazardousenergy/index.html>
- **Medical & First Aid**
<http://www.osha.gov/SLTC/medicalfirstaid/index.html>
- **Fire Protection**
<http://www.osha.gov/SLTC/firesafety/index.html>
- **Compressed Gas and Compressed Air Equipment**
<http://www.osha.gov/SLTC/compressedgasequipment/index.html>
- **Material Handling and Storage**
 - ❖ Powered Industrial Equipment
<http://www.osha.gov/SLTC/poweredinustrialtrucks/index.html>
 - ❖ Overhead and Gantry Cranes
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9830
 - ❖ Hoisting and Rigging
http://www.hss.doe.gov/nuclearsafety/techstds/docs/standard/std1090-07_index.html
 - ❖ Sling Safety
<http://www.osha.gov/dsg/guidance/slings/index.html>
- **Machinery and Machine Guarding**
<http://www.osha.gov/SLTC/machineguarding/index.html>
 - ❖ Woodworking Machinery
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9837
 - ❖ Abrasive Wheel Machinery
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9839

- ❖ Mechanical Power Presses
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9841
- ❖ Mechanical Power Transmission Apparatus
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9847
- **Hand and Portable Power Tools**
<http://www.osha.gov/SLTC/handpowertools/index.html>
- **Welding, Cutting and Brazing**
<http://www.osha.gov/SLTC/weldingcuttingbrazing/index.html>
- **Electrical Safety**
<http://www.osha.gov/SLTC/electrical/index.html>
- **Motor Vehicles**
<http://www.osha.gov/SLTC/motorvehiclesafety/index.html>
- **Toxic and Hazardous Substances**
 - ❖ Air Contaminants
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9991
 - ❖ Asbestos
<http://www.osha.gov/SLTC/asbestos/index.html>
 - ❖ Lead
<http://www.osha.gov/SLTC/lead/index.html>
 - ❖ Hazard Communication
<http://www.osha.gov/dsg/hazcom/index.html>
 - ❖ Chemical Hygiene Plan
<http://www.osha.gov/SLTC/laboratories/index.html>
<http://www.cpsc.gov/cpsc/pub/pubs/NIOSH2007107.pdf>
 - ❖ Bloodborne Pathogens
<http://www.osha.gov/SLTC/bloodbornepathogens/index.html>

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2. Accident and Injury Prevention Topics

- **Bleacher Safety**
<http://www.cpsc.gov/cpsc/pub/pubs/330.pdf>
- **Ergonomics**
 - ❖ <http://www.osha.gov/SLTC/ergonomics/index.html>
 - ❖ <http://www.cdc.gov/niosh/docs/97-117/>
- **Playground Maintenance & Supervision**
<http://www.cpsc.gov/cpsc/pub/pubs/playpubs.html>
- **Slip/ Fall Prevention** <http://www.cdc.gov/niosh/docs/2011-123/pdfs/2011-123.pdf>
- **Theater Safety** <https://cc.readytalk.com/cc/download/schedule/faowp47r33yd>

3. Environmental Safety & Health

- **Asbestos Hazard Emergency Response Act (AHERA)**
<http://www.epa.gov/region2/ahera/>
 - ❖ Asbestos in Schools | Asbestos | US EPA
www.epa.gov/asbestos/pubs/asbestos_in_schools.html
- **Integrated Pest Management (IPM)**
www.epa.gov/opp00001/factsheets/ipm.htm
- **Lead / Radon**
www.epa.gov/rpdweb00/radionuclides/radon.html
- **Indoor Air Quality (IAQ)**
 - ❖ EPA's Indoor Air Quality
www.epa.gov/iaq
 - ❖ An Introduction to Indoor Air Quality (IAQ)
www.epa.gov/iaq/ia-intro.html
 - ❖ EPA Healthy School Environments - Indoor Air Quality
www.cfpub.epa.gov/schools/top_sub.cfm?t_id=41&s_id=4
 - ❖ Safety and Health Topics | Indoor Air Quality
www.osha.gov/SLTC/indoorairquality/index.html
- **Indoor Environmental Quality (IEQ, Wisconsin Act 96)**
 - ❖ 2009 WISCONSIN ACT 96 - Wisconsin School Safety
www.wssca.org/pdf/Wis%20Act%2096%20Indoor%20Clean%20Air.pdf
 - ❖ Indoor Environmental Quality Task Force – Wisconsin
www.dpi.wi.gov/sms/ieqhome.html
 - ❖ CDC - Indoor Environmental Quality - NIOSH Workplace Safety ...
www.cdc.gov/niosh/topics/indoorenv
 - ❖ EPA Healthy School Environments - Indoor Environmental Quality
www.cfpub.epa.gov/schools/top_sub.cfm?t_id=41

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- **Hazardous Waste**
 - ❖ Hazardous waste overview - Wisconsin DNR
<http://dnr.wi.gov/topic/Waste/Hazardous.html>
 - ❖ Hazardous Waste | Wastes | US EPA - US Environmental
<http://www.epa.gov/epawaste/hazard/index.htm>
 - ❖ Wastes Homepage | US EPA
<http://www.epa.gov/epawaste/index.htm>
 - ❖ OSHA Safety and Health Topics | Hazardous Waste
<http://www.osha.gov/SLTC/hazardouswaste/index.html>

4. Crisis Management

- Wisconsin Department of Instruction Bullying Policy template
<http://sspw.dpi.wi.gov/files/sspw/pdf/bullyingprogram.pdf>
- Guide For Developing High-Quality School Emergency Operations Plans (U.S. Department of Education 2013)
 - ❖ [Whitehouse Press Release](#)
 - ❖ [Readiness & Emergency Management for Schools Technical Assistance Center](#)
 - ❖ [Guide For Developing High-Quality School Emergency Operations Plans](#)
- Emergency Management Resource Guide (Kentucky Center for School Safety 2008)
 - ❖ [Kentucky Center For School Safety](#)
 - ❖ [Emergency Management Resource Guide](#)

5. Security

- Department of Homeland Security – Schools <http://www.dhs.gov/school-safety>
- Work with your local emergency officials for area specific planning

6. Other Practical Documents

- Wisconsin Public Employee Safety and Health Poster, [PDF](#)
- Wisconsin Hazardous Chemicals in the Workplace Poster, [PDF](#)
- Wisconsin Summary of Work-Related Injuries and Illnesses, [PDF](#)
- OSHA Log of Work-Related Injuries and Illnesses, [PDF](#)
- CPSC Public Playground Safety Handbook [PDF](#)
- Guidelines for Retrofitting Bleachers [PDF](#)

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7. Additional References and Resources

Wisconsin Administrative Code, Chapter SPS 332, Public Employee Safety

https://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/326_360/332.pdf

Federal Occupational Safety and Health Administration

<http://www.osha.gov/>

United States Consumer Product Safety Commission

<http://www.cpsc.gov/>

Centers for Disease Control and Prevention

www.cdc.gov

Environmental Protection Agency

www.epa.gov

Federal Emergency Management Agency

www.fema.gov

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