



Orange Public Schools

Orange High School Occupational Safety and Health Program Plan for Career and Technical Education Programs

**400 Lincoln Avenue
Orange, NJ 07050
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Adopted by the Orange Board of Education: February 15, 2023

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Table of Contents

1.0 Scope	Page 1
2.0 District Safety and Health Policy	Page 1
3.0 Plan Objectives	Page 1-2
4.0 Organizational Structure and Responsibilities	Page 2-8
4.1 Superintendent of Schools	
4.2 School Business Administrator	
4.3 Orange High School (OHS) Principal and Assistant Principal	
4.4 School Nurse	
4.5 Supervisor of CTE	
4.6 Work-Based Learning (WBL) Coordinator	
4.7 Teachers of the CTE Program and Courses	
4.8 Student	
4.9 Parent/Guardian	
5.0 Hazard Analysis Procedures for Each Program/Course	Page 8-12
5.1 General inspections to identify safety and health hazards	
5.2 Procedures for inspections of personal protective equipment (PPE)	
5.3 Procedures for chemical inventories and review of material safety data sheets	
5.4 Procedures for job safety task analysis to identify potential hazards inherent in the way processes or operations are done	
5.5 Maintenance and repair procedures for safety and health issues	
6.0 General Methods and Procedures to Educate Students Safety and Health	Page 12-13
7.0 Student Compliance with Safety and Health Procedures and Disciplinary Action	Page 13

8.0 Emergency Procedures Page 13-16

8.1 District-Wide Crisis Management and School Safety Plan (CMSSP)

8.2 Bloodborne Pathogens and universal Precautions

8.3 Emergency Procedures and First Aid

9.0 Reportable Incidents and Accident Follow Up Procedures Page 16-17

10.0 Safety and Health Practices and
Procedures Specific to Programs/Courses Page 17

11.0 General Safety, Health, and
Environmental Requirements, Plans, and Procedures Page 18

Copies of Policies (Exhibit A-D) Page 18

Appendixes Page 19-87

Appendix A (Key Safety & Health Contacts)

Appendix B (Vocational Safety Program)

Appendix C (General Classroom Conditions)

Appendix D (Food Preparation and Service Part 1)

Appendix E (Food Preparation and Service Part 2)

Appendix F (Food Preparations and Service Part 3)

Appendix G (Food Preparations and Service Part 4)

Appendix H (Food Preparations and Service Part 5)

Appendix I (Fire Protection for Cooking Areas)

Appendix J (Employee Accident Report)

Appendix K (Pupil Accident Report)

Appendix L (District Incident Report)

1.0 Scope

The Safety and Health Plan for Career and Technical Education Program and Courses (henceforth CTE Safety and Health Plan) covers all occupational safety and issues associated with staff, teachers, and students involved in the district Career and Technical Education (CTE) program and courses, both on school district property and at work-based learning experience (WBL) worksites. The following school facility locations are covered by this plan:

Orange High School
400 Lincoln Avenue
Orange, NJ 07050

2.0 District Safety and Health Policy

The Orange Board of Education (BOE) is committed to providing a safe and healthful environment for all employees and students involved in the CTE program or courses, on school property and at work-based learning (WBL) worksites. Its goal is to eliminate, as much as possible, the risk of school- related injuries and illnesses. It is also committed to providing instruction to students on the proper skills, attitudes, and work habits necessary for them to work safely in their future occupations. As appropriate, the Orange BOE will provide funds, time, and training to administrators and teachers to help develop and implement the district's Safety and Health plan.

It is the board's policy to comply with all federal, state, and local environment, safety, and health regulations. Where regulations are not sufficiently protective, the board supports the implementation of additional measures that provide a safe and healthful environment.

The board believes that ensuring a safe and healthful environment is everyone's responsibility and should be an integral part of all operations. All employees and students are expected to observe environmental, safety, and health requirements and take all practical steps necessary to prevent injuries and illnesses.

3.0 Plan Objectives

- To establish policies and procedures that will help maintain compliance with applicable environmental, safety and health standards
- To provide safe and healthful working conditions free of recognized hazards
- To encourage practices among faculty, students, and staff which are protective of human health and safety and the environment
- To instruct students in proper safety and health practices applicable to each

student's career and technical education (CTE) program

- To evaluate program effectiveness for reducing the risk of injuries and illnesses
- To eliminate incidents associated with occupational safety and health and CTE programs

4.0 Organizational Structure and Responsibilities

With the support of the Orange Board of Education, the Superintendent of Schools has the primary responsibility for development, implementation, and review of the CTE Safety and Health Plan and other district safety and health policies, plans, and procedures. The board will review and approve, as appropriate, district procedures, safety and health policies, plans, budgets, and procedures submitted to the board by the Superintendent.

4.1 Superintendent of Schools

As the Chief School Administrator, the Superintendent establishes systems to facilitate the following:

- Develop and implement a district Safety and Health Plan in cooperation with the board;
- Provide administrative oversight to ensure the Safety and Health Plan is effective;
- Ensure adequate staffing that allows for implementation of the Safety and Health Plan at all facilities;
- Provide a budget in cooperation with the board sufficient to implement the Safety and Health Plan and corrective action;
- Ensure the Safety and Health Plan is updated as necessary;
- Ensure unsafe conditions and actions are identified and corrected;
- Ensure district facilities and equipment are safe;
- Ensure training and information is provided to staff, teachers, students, and others as necessary about safety and health issues;
- Ensure compliance with safety and health regulations;
- Ensure staff, teachers, and students comply with the Safety and Health Plan and other regulatory requirements;
- Recommend to the board, the names of Safety and Health Designees
- Establish emergency procedures to cover evacuations, hazardous material releases, fires, natural disasters (e.g., earthquakes, high winds, floods, hurricanes, thunderstorms, tornadoes, and water utility failure), man-made threats (e.g., violence, terrorist attacks, and bomb threats), medical and firstaid

- emergencies, and handling of bodily fluids that may contain infectious pathogens.
- Ensure students involved in Work-Based Learning (WBL) experiences are supervised by the appropriately licensed teachers;
- Establish procedures for reporting, investigating, and recording safety and health incidents involving treatment by licensed care professionals; and
- Appoint representatives to the Orange Public School District Safety and Health Committee; and
- Develop job descriptions for all district personnel with safety and health responsibilities.

4.2 School Business Administrator

The Superintendent has assigned responsibility for coordinating all S&H Plan activities within the district to the District Safety and Health Designee (Designee), a district BOE approved position. The School Business Administrator has been appointed as the Designee. The Designee in cooperation with the Superintendent has created a District Safety and Health Committee (DC) chaired by the Designee. With consultation by the Designee, the Superintendent will appoint other key representatives of the district to the DC, as appropriate, to carry out DC activities.

The School Business Administrator and at least one Supervisor will be a standing member of the DC. The DC will meet at least quarterly and carry out the following tasks:

- Develop, review, revise, and assist with the implementation of the S&H Plan at school facilities.
- Develop, review, revise, and assist with the implementation of district safety and health policies and procedures.
- Develop, review, and revise emergency procedures to cover evacuations, hazardous material releases, fires, natural disasters (e.g., earthquakes, high winds, floods, hurricanes, thunderstorms, tornadoes, and water utility failure), man-made threats (e.g., violence, terrorist attacks, and bomb threats), medical and first aid emergencies, and handling of bodily fluids that may contain infectious pathogens.
- Develop, review, and revise procedures for reporting, investigating, and recording safety and health incidents involving treatment by licensed care professionals.
- Develop, review, revise, and assist with implementation of policies and procedures for addressing safety and health issues at WBL worksites.

- Develop, review, revise, and assist with implementation of policies and procedures that ensure safety and health issues are adequately addressed in all CTE programs and courses.
- Develop, review, revise, and assist with implementation of policies and procedures for eliminating safety and health hazards on a high priority basis.
- Inspect facilities to identify safety and health hazards.
- Evaluate the effectiveness of the S&H Plan and other S&H policies and procedures.
- Coordinate professional development training for staff and teachers regarding safety and health issues; and,
- Review safety and health inspection reports and incident reports.

In addition to the DC, the Superintendent will cooperate with the NJ Department of Labor and Workforce Development, who oversees the County Apprenticeship Coordinator who has responsibility for approving and coordinating apprenticeships with the county.

4.3 Orange High School Principal and Assistant Principals

The Principals at each school have created a SC. The Vice Principals will serve as the chair of these committees. The Principals in cooperation with the Vice Principals will appoint members to the SC as necessary to carry out the S&H Plan. The SC will meet monthly and carry out the following responsibilities:

- Inspect school facilities to identify safety and health hazards;
- Initiate corrective action to eliminate safety and health hazards;
- Follow up on corrective action implemented to eliminate safety and health hazards to ensure the corrective action has been implemented;
- Review staff, teachers, and student practices to ensure proper implementation of the S&H Plan;
- Review incident reports;
- Conduct incident investigations;
- Make recommendations to the Principal regarding improvements in safety and health policies and procedures;
- Advocate for compliance with safety and health policies and procedures;
- Assist teachers, as needed, with job safety analysis of student tasks; and,
- Assist supervisors and teachers, as needed, with instructional improvements for addressing safety and health issues.

4.4 School Nurse

- Establish procedures for responding to incidents involving first aid and other medical emergencies
- Establish universal precaution procedures;
- Assist with development of universal precaution policies;
- Establish procedures for medical clearance associated with the issuance of respiratory protection;
- Report medical incidents to the principal and others as assigned;
- Follow procedures established for responding, investigating, reporting and recordkeeping associated with safety and health incidents; assist with the completion of incident reports; and
- Coordinate or conduct training on emergency medical procedures and universal precautions, incident, and any related medical follow up.

4.5 Supervisor of CTE

- Follow district policies, procedures, and the CTE Safety and Health Plan
- Develop curricula in cooperation with teachers that addresses CTE safety and health issues;
- Assist the principal to ensure the CTE Safety and Health Plan is implemented in the district;
- Participate in safety and health inspections and job safety task analyses; and,
- Provide administrative oversight to ensure teachers carry out assigned responsibilities.

4.6 Work-Based Learning (WBL) Coordinator

- Supervise students at WBL worksites only within the scope allowed by their credentials;
- Place students at WBL worksites in compliance with federal and state child labor laws;
- Review and approve WBL worksites prior to placement to ensure worksites are safe;

- Please refer to the NJ Safe Schools Program’s “Worksite Safety and Health Evaluation Guide” (last updated December 2018).
- Develop and implement a business/agency agreement in accordance with NJDOE requirements and guidelines available at the following website: [NJDOE- Structured Learning Experiences](https://www.nj.gov/education/cte/WBL/) (https://www.nj.gov/education/cte/WBL/)
- Develop and implement an individualized student training plan establishing the NJ Student Learning Standards (NJSLS), education and training objectives, and worksite activities of the WBL in accordance with NJDOE requirements and guidelines available at the following website: [NJDOE- Structured Learning Experiences](https://www.nj.gov/education/cte/WBL/) (https://www.nj.gov/education/cte/WBL/)
- Inspect WBL worksites every 10th day the student reports to the worksite following the “NJ Model Worksite Visit Checklist for Supervising All Structured Learning” available at the following website: [NJDOE- Structured Learning Experiences- NJ Model Worksite Checklist](https://www.nj.gov/education/cte/WBL/) (https://www.nj.gov/education/cte/WBL/).
- Maintain records of business/agency agreements, individualized student training plans, worksite inspections, and the formative and summative assessments being used by the district and worksite mentor to assess the student’s progress in accomplishing the learning objectives that are identified in the individualized student training plan;
- Follow district safety and health policies and procedures for WBL placements;
- Ensure WBL students receive worksite specific safety and health training;
- Investigate and implement corrective actions for each incident; and,
- Report each incident according to the school district’s procedures.

N.J.A.C. 6A: 19-6.6,pn the appropriate form and within the required timelines

As safety and health is a shared responsibility, the School Nurses, Supervisors, Teachers, WBL Coordinator, Students, and Parents/Guardians must also follow safety and health policies and procedures. The following is a list of their responsibilities:

4.7 Teachers of the CTE Program and Courses

- Follow district policies, procedures, and the Safety and Health Plan
- Develop curricula that addresses CTE safety and health issues;
- Incorporate the results of hazard analyses into the curricula;
- Regularly inspect classrooms to identify unsafe conditions;
- Conduct a job safety task analysis of student tasks that involve exposure to safety and

health hazards;

- Implement corrective action to prevent student exposure to unsafe conditions, equipment, and tasks;
- Instruct students on safety and health issues associated with career and technical education courses prior to exposure to safety and health hazards;
- Provide material safety data sheets and hazardous substance fact sheets to students as requested;
- Establish safety and health procedures for students in the classroom;
- Assess students on safe and health knowledge and procedures before students may perform any activity posing a significant safety and health risk;
- Enforce safety and health procedures;
- Maintain student records of assessments associated with safety and health knowledge and procedures;
- Attend professional development courses on safety and health;
- Investigate safety and health incidents that occur that occur in the classroom;
- Model best safety and health practices to the students;
- Supervise students at all times while in the classroom; and
- Practice emergency procedures s necessary.

4.8 Students

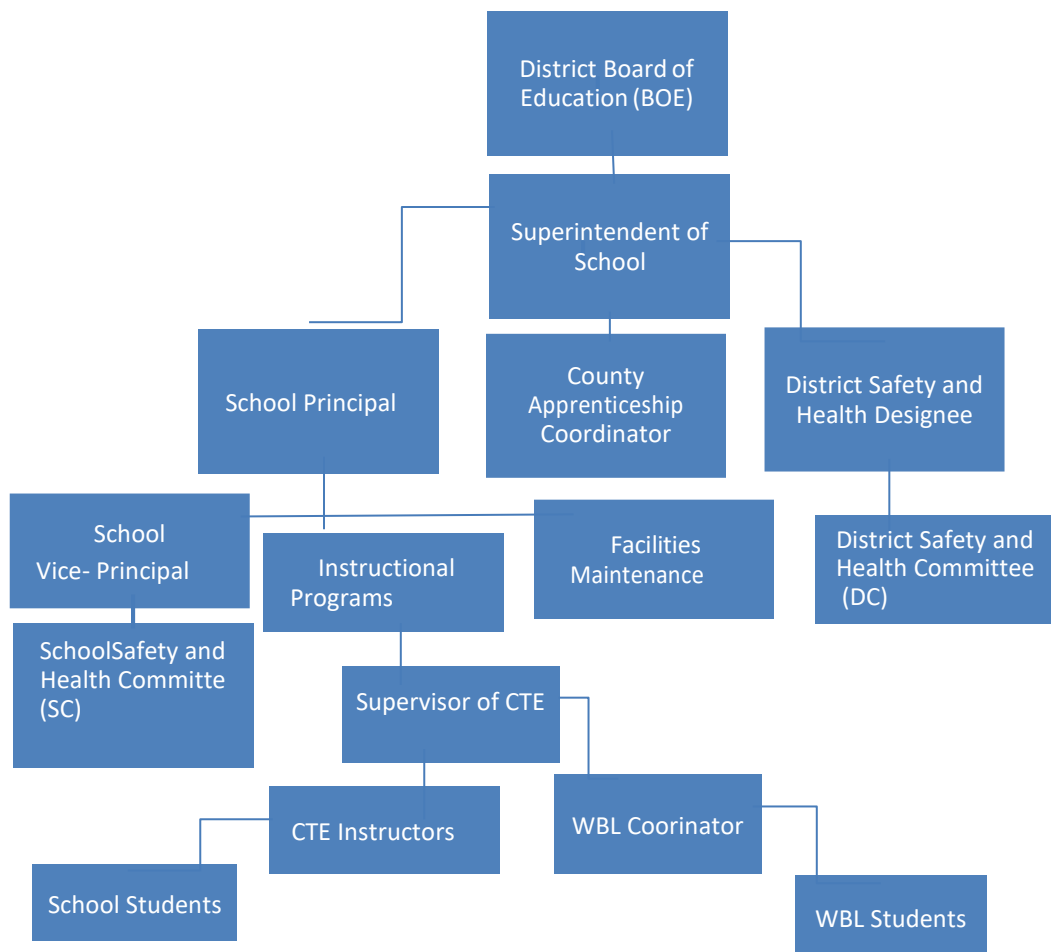
- Work in a safe and healthy manner;
- Follow all safety and health procedures and rules;
- Keep work areas neat and clean;
- Dress in a safe and healthy manner for the job;
- Report unsafe conditions and equipment to the classroom teacher immediately;
- Report all incidents associated with safety and health to the teacher;
- Wear all personal protective equipment as required;
- Inspect all personal protective equipment prior to donning to identify defects; and,
- Use protective and safety equipment, tools, and machinery as they were designed.

4.9 Parent/Guardian

- Develop an awareness of the safety and health policies, procedures and expectations

in the student's CTE program;

- Reinforce district safety and health policies and procedures;
- Review district correspondence regarding CTE safety and health issues and respond as required;
- Inform the school district of any unreported injury or illness resulting from a CTE Incident and related medical follow up



The District Board of Education (BOE) oversees the Superintendent of Schools. The Superintendent oversees the School Principal (P), and District Safety and Health Designee (Designee). The NJ Department of Labor and Workforce Development oversees the County Apprenticeship Coordinator. The Designee oversees the District Safety and Health Committee. The School Principal oversees the School Vice- Principals (VP), Instructional Programs and Facilities Maintenance. The VP oversees the School Safety and Health Committee, and Instructional Program. The CTE Supervisor oversees the WBL Coordinator and the CTE Instructors. The School Instructors oversee the School Students, and the WBL Coordinator oversees the WBL Students.

Attached (Appendix A) are the names and titles of the school district's key contacts for S&H.

5.0 Hazard Analysis Procedures

5.1 General inspections to identify safety and health hazards will be conducted as follows:

- Annual inspections by local fire inspectors;
- Periodic insurance carrier inspections;
- District and School Safety and Health Committees inspections;
- Teacher inspections of classrooms at the beginning at each class; and,
- WBL Coordinator inspections of WBL worksites.

The District Safety and Health Committee will conduct safety and health inspections of administrative offices, using the inspection checklist attached as Appendix B. By the end of each school year, all administrative offices will be inspected at least once. The DC will also review inspection reports conducted by the local fire inspectors and insurance carriers. Where inspections and/or inspection reports have identified hazards posing an unacceptable risk, corrective action will be implemented. Where unacceptable risks associated with instructional programs have been identified, this information will be communicated to the appropriate supervisor and instructors involved.

School Safety and Health Committees will conduct safety and health inspections of their school facilities monthly, using the inspection checklists attached as Appendix B. By the end of the school year, all school facility areas will have been inspected at least

once. Where inspections and/or inspection reports have identified hazards posing an unacceptable risk, corrective action will be implemented. Where unacceptable risks associated with instructional programs have been identified, this information will be communicated to the appropriate supervisor and instructors involved.

At the beginning of each class period prior to the entry of new students, teachers will also conduct a quick inspection of the classroom to identify any safety and health hazards. Any significant hazards will be corrected before student exposure to the hazard is permitted.

Finally, the WBL and Coordinator will conduct inspections of worksites prior to placement of any students and then every 10th day the student reports to the worksites using forms. The “[Worksite Safety and Health Evaluation Guide](#)” available at the following website: (<https://sph.rutgers.edu/training/nj-safe-schools/assets/docs/evalguide.pdf> /) will be used for the initial inspection. The “[New Jersey Model Worksite Check List for Supervising All Structured Learning](#)” available at the following website: (<https://www.nj.gov/education/cte/WBL/WorksiteChecklist.pdf>) can be used for follow up inspections. Any significant hazard will be corrected such that no exposure can occur to students.

5.2 Procedures for inspections of personal protective equipment (PPE) and devices

All users of PPE will be provided training on the proper care and maintenance of the PPE. Users of PPE will inspect the PPE prior to donning to identify any defects.

5.3 Procedures for chemical inventories and review of material safety data sheets Chemical

inventories and maintenance of materials safety data sheets will be conducted

following the procedures specified in the District Hazard Communication Program.

A copy of the written program is available from the CSA, District Safety and Health Designee, and School Principals.

5.4 Procedures for job safety task analysis to identify potential hazards inherent in the way processes or operations are done

The School Business Administrator or his/or designee will annually review maintenance and repair job tasks to determine potential hazards inherent in the way processes or operations are conducted.

Where unacceptable risks are identified, corrective will be implemented. As part of this review, a workplace hazard assessment will be conducted to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. A written document will be created with the title “Workplace PPE Hazard Assessment” certifying the PPE workplace hazard assessment was conducted, the identity of the workplaces evaluated, the name of the person(s) certifying that the evaluation was conducted, and the date(s) of the hazard evaluation. This document will be maintained by the School Business Administrator

Individual instructors in cooperation with the CTE supervisor will annually review student tasks in their instructional programs to determine potential hazards inherent in the way processes or operations are conducted. Where unacceptable risks are identified, corrective will be implemented. Where appropriate, instructors will incorporate jobs safety analysis results into student instructional programs. As part of this review, a workplace hazard assessment will be conducted to determine if hazards are present, or are likely to be present, which necessitate the use of use PPE. A written document will be created with the title “Workplace PPE Hazard Assessment” certifying the PPE workplace hazard assessment was conducted, the identity of the workplaces evaluated, the name of the person(s) certifying that the evaluation was conducted, and the date(s) of the hazard evaluation. These documents will be maintained by instructors or program supervisor.

5.5 Maintenance and repair procedures for safety and health issues

All unacceptable safety and health hazards requiring maintenance and/or repair action will be reported immediately to the School Business Administrator or designee.

Each report will be clearly identified as a safety and health priority. All worker or student exposure to the unacceptable hazards will be prevented until the unsafe condition is remediated. The School Business Administrator will place all maintenance and/or repair actions associated with unsafe conditions on a high priority list to ensure prompt action is initiated.

6.0 General Methods and Procedures to Educate Students about Safety and Health

Every CTE course offered will address the general safety and health competencies associated with the program. Descriptions of general classroom safety and emergency procedures will be developed by instructors and program supervisors. The following are general competencies addressed across courses:

- Identify and use safe work procedures;
- Select the correct tools and equipment for each job;
- Use tools and equipment correctly;
- Maintain tools and equipment;
- Maintain a clean and orderly work area;
- Wear attire and safety equipment appropriate to the task;
- Identify hazardous substances in the workplace;
- Use and properly store hazardous substances;
- Identify and correct hazardous or unhealthy work conditions;
- Follow appropriate security procedures;
- Participate in safety training exercises;
- Follow first aid procedures using universal precautions;
- Follow materials disposal procedures;
- Follow fire prevention procedures;
- Follow emergency procedures; and,
- Comply with safety and health policies, procedures, and regulations.

Instructional methods will be decided by the individual instructors and will be incorporated into their lesson plans. Examples of some successful safety and health

instructional methods to be used are:

- Providing safety and health information sheets;
- Lectures, demonstrations and discussions;
- Utilizing field trips, resource speakers from businesses and industry and other community services and agencies;
- Safety posters, warning signs, and other printed materials;
- Participating in safety related contests;
- Audio-visual presentations;
- Simulations;
- Displays;
- Role playing;
- Hazard mapping
- Student development of hazard signs based on hazard analysis; and,
- Student facility inspections; and
- School awards for safety and health posters, bulletins boards or projects.

Assessment methods will be decided by the individual instructors. Examples of some assessment methods to be used are:

- Written Objective tests with a passing grade of 100%
- Teacher observation and critique;
- Teachers supervised performance tests;
- Continual observation of performance and behavior; and,
- The review and analysis of incidents whether serious or not.

The results of student assessments for safety and health will be maintained in accordance with the district's standard practices for recording and reporting student grades. Students must pass all safety and health assessments successfully before they will be allowed to work in hazardous situations. Retraining of students will be given as necessary if a student in anyway demonstrates a lack of competency. When hazardous chemicals are used, students will be instructed in the hazards of the chemicals and how to protect themselves when handling the chemical prior to any potential exposure. Material safety data sheets or hazardous substance fact sheets will be provided to students and reviewed as needed to ensure student protection. A jobs safety analysis will be conducted annually by the instructor or when a new hazard is introduced, and the results of the analysis incorporated into the instructional program.

7.0 Student Compliance with Safety and Health Procedures and Disciplinary Action

Students are required to follow safety and health procedures in the classroom and at WBL worksites. All deviations from acceptable practices included in written safety guidelines, or teacher instructions, are deemed a serious offense.

Upon first offense, the student will be given a warning, and will be reinstructed by the teacher regarding safety policy and regulations. A second infraction requires teacher held detention. A third offense shall be reported in writing to the Assistant Principal and the parents notified. All students who continue to disregard safety and health policy and/or regulations, and demonstrate a clear and present danger to themselves or other classmates, shall, after due process, be removed from the course.

8.0 Emergency Procedures

8.1 District-Wide Crisis Management and School Safety Plan (CMSSP)

The District has developed a District-Wide Crisis Management and School Safety Plan (CMSSP) in accordance with N.J.A.C. 6A:16-5.1 and NJDOE guidelines. The CMSSP has been distributed to all employees. New employees receive a copy of the CMSSP within 60 days of employment. In addition, all district employees have received an in-service training program about the CMSSP and receive an annual review. New employees receive an in-service training program about the CMSSP within 60 days. The CMSSP is reviewed annually and updated as necessary. Changes to the CMSSP are communicated in writing to employees.

The CMSSP has its own organizational structure including a District Crisis Response and Safety Team and School Building Level Crisis Response and Safety Teams. Consult the CMSSP for additional details regarding Team memberships and responsibilities. The CMSSP includes response procedures for all of the following emergencies:

- Hostage situations;
- Weapons;
- Intruders;
- Threats of Violence;
- Bomb Threats;
- Fire, Explosion and Chemical Releases;
- Evacuations; and,
- Natural disasters.

8.2 Bloodborne Pathogens and Universal Precautions

The district has a separate procedure for handling blood and bodily fluids using universal precautions in compliance with N.J.A.C. 6A:16-2.1 (a) and the OSHA Bloodborne Pathogens standard 29 CFR 1910.1030. The school nurse at each school has a copy of the Exposure Control Plan as required by 29 CFR 1910.1030. Universal precaution response kits are also placed in appropriate classrooms as needed. Training has been given by the school nurse who may be called on to administer first aid.

8.3 Emergency Medical Procedures and First Aid

In the case of a medical emergency at school facilities the following procedure will be followed:

1. Personnel must remain calm.
2. The instructor or person in charge should immediately contact the nurse/administrator, or send two students for a nurse/administrator, giving the:
 - a. Location of person
 - b. Name of person
 - c. Type of injury
3. The nurse and administrator will both report the emergency scene.
4. The school nurse or other first aid trained person shall be responsible for administering first aid, except for very minor injuries.
5. In the case of acids and/or corrosives, eye wash stations and/or safety showers shall be used as needed.
6. Keep all personnel and students uninvolved in the emergency away from the area.
7. The administrator will secure outside medical assistance when the emergency is so severe that that it suggests immediate hospital care.
8. The parent/guardian shall be notified as soon as possible.

In the case of a medical emergency at an WBL worksite, employer procedures will be followed. The WBL Coordinator and parents/guardians will also be notified.

9.0 Reportable Incidents and Accident Follow Up Procedures

After appropriate first aid or other emergency response actions have been initiated, all incidents associated with staff or students on school premises or at WBL worksites

associated with school district sponsored programs must be documented on the District Incident Report Form and sent to the school nurse associated with the staff person or student involved in the incident. As an alternative, the school nurse may complete the District Incident Report Form. An incident involves any first aid treatment of an injury or illness during a school sponsored activity. Minor incidents such as scratches, bruises, etc., need not necessarily be reported. Depending on the circumstances, the school Nurse may initiate the following actions:

1. Notify the Principal, School Safety and Health Designee, Superintendent of Schools, District Safety and Health Committee, School Safety and Health Committee
2. Notify the parent/guardian
3. Complete appropriate insurance forms and other district forms
4. Coordinate completion and submission of the NJDOE Incident Reporting Form required by N.J.A.C. 6A:19-6.5. The form and Guidance Manual for completing the form can be found on the following website: [Incident Reporting form Guidance Manual](https://www.state.nj.us/education/cte/educators/incident_guide.pdf) (https://www.state.nj.us/education/cte/educators/incident_guide.pdf)
5. Request an incident investigation be conducted by the District or School Safety and Health Committees
6. Complete the NJOSH-300 and NJOSH-300A forms as necessary per PEOSH requirements on to [Log of Work-Related Injuries and Illnesses](https://www.state.nj.us/health/workplacehealthandsafety/documents/peosh/nj_osh300.pdf) (https://www.state.nj.us/health/workplacehealthandsafety/documents/peosh/nj_osh300.pdf).

Every incident involving treatment by a physician will be investigated by either the District or School Safety and Health Committees. The Committee investigating the incident will complete the District Incident Investigation Form (Appendix L) and initiate all corrective action needed to prevent future occurrences of the incident.

10.0 Safety and Health Practices and Procedures Specific to Programs/Courses

A complete list of programs and courses is attached as Exhibit D.

Instructors in cooperation with the Supervisor of CTE will develop program specific safety and health practices and procedures for their courses. The instructors will also develop and maintain a list of equipment in each program with a description of respective safety procedures and usage. Instructors will incorporate practices and procedures in their course curricula and include in their lesson plans specific learning objectives addressing safety and health issues, as necessary.

11.0 General Safety, Health, and Environmental Requirements, Plans and Procedures

The following written plans have been developed to address the safety and health issue indicated:

- General PPE policy and procedures per 29 CFR 1910.132
- Eye protection policy and procedures per N.J.A.C. 6A:26-12.5
- Respiratory protection policy and procedures per 29 CFR 1910.134
- Hearing protection policy and procedures per 29 CFR 1910.95
- Hazardous chemicals in laboratories plan per 29 CFR 1910.1450
- Lockout/Tagout plan and procedures per 29 CFR 1910.147
- Fire prevention plan per 29 CFR 1910.39
- Indoor air quality plan per N.J.A.C.12:100-13

Copies of the policies, plans, and procedures are available through the Superintendent, School Business Administrator, Executive Director of Innovation, Supervisor of CTE, Building Principal and School Safety Team.

Exhibit A – OPS Code of Conduct

Exhibit B – OHS Student/Parent Handbook

Exhibit C – Worksite Safety and Health Evaluation Guide

Exhibit D - CTE Program and Courses

Exhibit A (OPS Code of Conduct) <https://bit.ly/3T0WoMO>

Exhibit B (OHS Student/Parent Handbook)

<https://bit.ly/3DSGX4Y>

Exhibit C (Worksite Safety and Health Evaluation Guide)

<https://bit.ly/3DVX7dW>

Exhibit D (CTE Programs and Courses)

[CTE Program and Courses 2022](#)

Appendix A:
Key Safety and Health Contacts for Orange High School

Title	Name
Chief School Administrator	Dr. Gerald Fitzhugh, II
District Safety and Health Designee	Mr. Jason Ballard
District Safety and Health Committee Member #1	Ms. Glasshebra Jones
District Safety and Health Committee Member #2	Mr. Edwin Vasquez
District Safety and Health Committee Member #3	Mr. Todd Warren
District Safety and Health Committee Member #4	Mr. Derrick Brown
District Safety and Health Committee Member #5	Ms. Wendy Sykes
District Safety and Health Committee Member #6	Mr. David Armstrong
School #1 Principal	Mr. Jason Belton
School #1 Vice Principal	Mr. Anthony Frantantoni
School #1 Safety and Health Committee Member #1	Dr. Erica Stewart
School #1 Safety and Health Committee Member #2	Dr. Yoniel Lopez
School #1 Safety and Health Committee Member #3	Ms. Lisa King
School #1 Safety and Health Committee Member #4	Mr. Louis Solano
School #1 Safety and Health Committee Member #5	Mr. Matthew Horton
School #1 Safety and Health Committee Member #6	Ms. Lauren Spaight
School #1 Safety and Health Committee Member #7	Ms. Marlene Jean

Safe Schools: A Health and Safety Check
New Jersey Safe Schools Program/New Jersey Department of Education

Appendix B:
Vocational Safety Program
Self-Inspection Checklist

Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

**Vocational Safety Program
Self Inspection Checklist**

Guidelines: This checklist covers the following regulations issued by the New Jersey Department of Education: N.J.A.C. 6A:16-1.4, 6A:16-2.3, 6A:16-5.1, 6A:19-6.5 and 6A:26-12.2. It applies to all vocational-technical education programs and courses. Implementation of these regulations may not be the individual classroom teacher's responsibility. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. [Please note pages 4a-4b are numbered as such because the information included came after 1992 release.]

	Written Safety and Health Plan	<u>Please Circle</u>
1. *	Does your school district have a written safety and health plan adopted by the district board of education, agency or institution? [N.J.A.C. 6A:19-6.5(a)]	Y N N/A DK
2. *	Is the plan updated to reflect changes? [N.J.A.C. 6A:19-6.5(b)]	Y N N/A DK
3. *	Is the adoption date of the plan within the last two years? [N.J.A.C. 6A:19-6.5(b)]	Y N N/A DK
4. *	Does the plan include a scope and purpose? [N.J.A.C. 6A:19- 6.5(a)]	Y N N/A DK
5. *	Does the scope and purpose of the plan address both onsite programs and offsite structured learning experiences? [N.J.A.C. 6A:19-6.5(a)]	Y N N/A DK
6. *	Does the written safety and health plan include: [N.J.A.C. 6A:19-6.5(d)]	
	a) A School Board adopted general safety and health policy	

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addresses onsite programs?

Y N N/A DK

- b) A School Board adopted general safety and health policy that addresses offsite structured learning experiences?

Y N N/A DK

- c) Objectives?

Y N N/A DK

- d) An overall defined organizational structure and assigned responsibilities for implementing the plan?

Y N N/A DK

- e) Responsibilities assigned to implement the plan for each of the following:
- i) Superintendent/Chief School Administrator or Assistant Superintendent? Y N N/A DK
 - ii) Principal or Vice-Principal? Y N N/A DK
 - iii) Facilities Director or Manager? Y N N/A DK
 - iv) Supervisor? Y N N/A DK
 - v) Safety and Health Designee? (N.J.A.C. 6A:19-6.5(c)) Y N N/A DK
 - vi) School Nurse? Y N N/A DK
 - vii) Teachers? Y N N/A DK
 - viii) Students? Y N N/A DK
- f) A hazard analysis for each vocational course or program in operation? Y N N/A DK
- g) Does the hazard analysis include each of the following:
- i) Procedures for inspecting facilities and equipment to identify hazards? Y N N/A DK
 - ii) Procedures for inspecting personal protective equipment to identify defects? Y N N/A DK
 - iii) Procedures for maintaining chemical inventories and review of safety data sheets? Y N N/A DK
 - iv) Procedures for conducting hazard assessments to determine the need for personal protective equipment? (29 CFR 1910.132) Y N N/A DK
 - v) Procedures for conducting job safety task analyses to identify potential hazards inherent in the way processes or operations are done? Y N N/A DK
- h) Maintenance and repair procedures for safety and health issues? Y N N/A DK

- i) General methods and procedures to educate students about safety and health? Y N N/A DK

- j) Do the general methods and procedures to educate students about safety and health include each of the following:
- i) Procedures to instruct student on safe practices and precautions? Y N N/A DK
 - ii) Procedures to ensure there is initial training prior to any hazardous work? Y N N/A DK
 - iii) Procedures to ensure the hazard analysis is included into training? Y N N/A DK
 - iv) Procedures for hazard communication/right-to-know training? (N.J.A.C 8:59 and 29 CFR 1910.1200) Y N N/A DK
 - v) Procedures and methods for assessing students' knowledge? Y N N/A DK
 - vi) Procedures and methods for documenting students' knowledge? Y N N/A DK
 - vii) Procedures to determine the need for new or repeat training? Y N N/A DK
- k) Does the facility have an emergency action plan, which includes a detailed step-by-step list of emergency procedures, in place? [NFPA 1 (60.1.5.1), 29 CFR 1910.38] Y N N/A DK
- l) Do the emergency procedures address each of the following:
- i) Evacuations? [29 CFR 1910.38(c)(2)] Y N N/A DK
 - ii) Hazardous material release? Y N N/A DK
 - iii) Fire? [29 CFR 1910.38(c)(1)] Y N N/A DK
 - iv) Natural disasters (e.g., earthquakes, floods, and hurricanes)? Y N N/A DK
 - v) Man-made threats (e.g., violence, terrorist attacks, and bomb threats)?

vi) E
m
e

rgency medical and first aid procedures? (29
CFR 1910.151)

Y N N/A DK
Y N N/A DK

	vii) Guidelines and policy for handling body fluids? (N.J.A.C. 6A:16-2.3(e) and 29 CFR 1910.1450(e))	Y N N/A DK
	viii) School safety and security plan? (N.J.A.C 6A:16-5.1)	Y N N/A DK
m)	Do all persons involved in the action plan fully understand their roles and responsibilities within the plan through training?	Y N N/A DK
n)	Are the emergency procedures reviewed annually, updated, and changes communicated to involved persons, as needed? [29 CFR 1910.38(f)]	Y N N/A DK
o)	Are procedures in place to address reportable incidents/accidents?	Y N N/A DK
p)	Do the procedures to address reportable incidents/accidents include each of the following:	
	i) Incident/accident investigation?	Y N N/A DK
	ii) Incident/accident corrective action?	Y N N/A DK
	iii) Incident/accident reporting/recordkeeping? (N.J.A.C 6A:19-6.6 and 29 CFR 1904)	Y N N/A DK
q)	Are safety and health practices and procedures developed for each specific program or course?	Y N N/A DK
r)	Are there procedures for developing the safety and health practices and procedures for each specific program or course?	Y N N/A DK
s)	Are there procedures for using the safety and health practices and procedures for each specific program or course?	Y N N/A DK
7. *	Does your school district have a designated person or persons responsible for implementing the safety and health plan? [N.J.A.C. 6A:19-6.5(c)]	Y N N/A DK
8. *	Has your school district implemented its safety and health program? [N.J.A.C. 6A:19-6.5(a)]	Y N N/A DK
9. *	Are there district written policies and procedures that cover: [N.J.A.C. 6A:26-12.2]	Y N N/A DK
a)	Safe and sanitary operation and maintenance of school facilities and grounds?	

b)	Supervision of pupil safety in school facilities in the school district associated with safe storage and use of potentially hazardous materials on school property?	Y N N/A DK
c)	Compliance with the community right-to-know requirements?	Y N N/A DK
d)	Supervision of pupil safety in school facilities in the school district associated with prevention of accidents, panic and fire?	Y N N/A DK
e)	Supervision of pupil safety in school facilities in the school district associated with provision for and maintenance of suitable and safe equipment?	Y N N/A DK
10. *	Are there district written policies and procedures that cover: [N.J.A.C. 6A:16-1.4]	
a)	Care of any student who becomes injured or ill while at school or during participation in school sponsored activities?	Y N N/A DK
b)	Transportation and supervision of any student determined to be in need of immediate medical care?	Y N N/A DK
11. *	Does the district have written policies and procedures for handling blood and body fluids? [N.J.A.C. 6A:16-2.3(e)]	Y N N/A DK
	Note: See Bloodborne Pathogens checklists (Part 1 and Part 2).	
12. *	Are there written comprehensive school safety and security plans, procedures and mechanisms that provide for the following: [N.J.A.C. 6A:16-5.1]	
a)	The protection of the health, safety, security and welfare of the school population in the public elementary and secondary schools of the school district?	Y N N/A DK
b)	The prevention of, intervention in, response to and recovery from emergency and crisis situations?	Y N N/A DK
c)	The establishment and maintenance of a climate of civility?	Y N N/A DK
d)	Supportive services for staff, students and their families?	Y N N/A DK
e)	Were the plans, procedures and mechanisms developed in consultation with law enforcement agencies, health and social services provider agencies, emergency management planners and school and other community resources, as	Y N N/A DK

appropriate?

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|----|--|------------|
| f) | Are the plans, procedures and mechanisms consistent with the guidelines established by the Domestic Security Preparedness Task Force and the Commissioner of Education? | Y N N/A DK |
| g) | Are the plans, procedures and mechanisms reviewed annually and updated, as needed? | Y N N/A DK |
| h) | Was a copy of the school safety and security plan given to all district board of education employees? | Y N N/A DK |
| i) | Has every new district board of education employee received a copy of the plan within 60 days of employment? | Y N N/A DK |
| j) | Are all district board of education employees briefed in writing regarding updates and changes to the plan? | Y N N/A DK |
| k) | Has an in-service training program been provided to all district board of education employees that enables them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the district's plans, procedures and mechanisms? | Y N N/A DK |
| l) | Is the in-service training program provided to all new district board of education employees within 60 days of employment? | Y N N/A DK |
| m) | Is the in-service training program reviewed annually, and updated, as needed? | Y N N/A DK |
-

Definitions:

Emergency action plan means a written document required by particular OSHA standards, which shows detailed step-by-step procedures to follow in emergency situations.

Hazard analysis means a method of reviewing vocational program equipment, materials, procedures and process in order to identify potential causes of injury or illness.

Reportable Accidents/Incidents mean accidents or incidents that require treatment by a licensed medical doctor and occur as part of a vocational education program, either on school premises, travel to and from an off-premises training site or at an approved cooperative work training site.

Appendix C:
General Classroom Conditions Checklist

Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

**General Classroom Conditions
Self Inspection Checklist**

Guidelines: This checklist covers regulations issued by the New Jersey Department of Education (N.J.A.C. 6A:26), New Jersey Department of Community Affairs, Uniform Construction Code (N.J.A.C. 5:23) and the U.S. Department of Labor - Occupational Safety and Health Administration (OSHA) general industry standards (29 CFR 1910.22, 1910.141 and 1910.176). One regulation from the New Jersey Department of Labor is also covered (N.J.A.C. 12:110-3.5(c)). Finally, one standard (NFPA 17) from the National Fire Protection Agency has been referenced (as of 2013). This checklist applies to all classrooms. References to New Jersey Department of Education and Community Affairs regulations may only be applicable with new construction and renovations. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question. Any question marked with the symbol (□) indicates a history of previous violations in vocational schools. Questions marked with the symbol (□) may require the help of an outside expert.

- | | Please Circle |
|--|------------------|
| 1. * □ Has the Public Employees Occupational Safety and Health Act poster been conspicuously posted at the facility informing employees of the provisions of the Act? [N.J.A.C. 12:110-3.5(c)] | Y N N/A DK |
| 2. * Are all plans for changes in classroom use, alterations, repairs, construction or installation of new equipment reviewed with the New Jersey Department of Education, the Department of Community Affairs, and the local Uniform Construction Code Enforcement Official prior to implementation? [N.J.A.C. 5:23-3.11A and N.J.A.C. 6A:26-3.2] | Y N N/A DK |

- | | | | | | |
|---|---|---|---|-----|----|
| 3. | Is there a check valve installed on each gas supply line to your shop or instructional area (excluding home economics rooms)?
[N.J.A.C. 6A:26-6.2(e)(2)] | Y | N | N/A | DK |
| 4. | Are instructional spaces air conditioned except for ones which have operable windows equal to at least four percent of the floor space?
[N.J.A.C. 6A:26-6.2(d)(1)] | Y | N | N/A | DK |
| 5.* <input type="checkbox"/> | Do classrooms and instructional areas have a minimum lighting intensity of 50 footcandles? [N.J.A.C. 6A:26-6.2(g)(1)] | Y | N | N/A | DK |
| <p>Note: Drafting, typing and sewing rooms require a 70 footcandle minimum. Classrooms for the partially sighted also require 70 footcandles.</p> | | | | | |
| 6. | Do arts and crafts classrooms have a water source, sink and appropriate sink trap? [N.J.A.C. 6A:26-6.2(h)(11)] | Y | N | N/A | DK |
| 7. | Are classrooms kept clean and free from debris to the greatest extent practical given the types of activities being performed? [29 CFR 1910.141(a)(3)(i)] | Y | N | N/A | DK |
| 8. <input type="checkbox"/> | Are waste materials which are prone to rotting placed in leakproof receptacles with tight fitting covers and regularly removed for disposal (daily)? [29 CFR 1910.141(a)(4) and (g)(3)] | Y | N | N/A | DK |
| 9. <input type="checkbox"/> | Are classrooms maintained, as far as reasonably practicable, to prevent the entrance or harborage of rodent, insects and other vermin? [29 CFR 1910.141(a)(5)] | Y | N | N/A | DK |
| 10. | Is water available that is suitable for drinking, personal hygiene, food preparation or cleaning? [29 CFR 1910.141(b)(1)(i)] | Y | N | N/A | DK |
| 11. | Are all nondrinkable water outlets clearly marked as such? [29 CFR 1910.141(b)(2)(i)] | Y | N | N/A | DK |
| 12. | Are lavatories provided with hot and cold running water, hand soap and towels/driers? [29 CFR 1910.141(d)(2)(ii) to (iv)] | Y | N | N/A | DK |

13.	Are soap, hot and cold running water through a common discharge line, and individual towels provided where showers are required? [29 CFR 1910.141(d)(3)(iii) to (v)]	Y	N	N/A	DK
14.	Is the consumption of food and beverages prohibited in or near toilet rooms or areas containing toxic materials? [29 CFR 1910.141(g)(2)]	Y	N	N/A	DK
15.	Is storage of food or beverages prohibited in toilet rooms or in an area exposed to a toxic material? [29 CFR 1910.141(g)(4)]	Y	N	N/A	DK
16.	Where students/teachers are required to wear protective clothing because of the possibility of contamination with toxic materials, are change rooms provided that are equipped with storage facilities for street clothes and separate storage facilities for the protective clothing? [29 CFR 1910.141(e)]	Y	N	N/A	DK
17.	<input type="checkbox"/> Is material stored so as not to create a hazard? [29CFR 1910.176(b)]	Y	N	N/A	DK
	<p>Note: Bags, containers, bundles, etc., stored in tiers must be stacked, blocked, interlocked and limited in height so that they are stable and secured against sliding and collapse.</p> <p>Examples of violations include: shelves were not stable or secured against sliding and collapse and metal storage racks were not secured to wall in order to prevent sliding and collapse.</p>				
18.	<input type="checkbox"/> Are storage areas kept free from hazards that may cause tripping, fire, explosion, or pest harborage? [29 CFR 1910.176(c)]	Y	N	N/A	DK
19.	Is sufficient safe clearance available through aisles, loading docks, turns or doorways where mechanical handling equipment is used? [29 CFR 1910.176(a)]	Y	N	N/A	DK
20.	Are head clearance warning signs provided, where needed? [29 CFR 1910.176(e)]	Y	N	N/A	DK
21.	Are concrete floors in all instructional areas, except shops, covered with a resilient floor covering? [N.J.A.C. 6A:26-6.2(b)4]	Y	N	N/A	DK

22. <input type="checkbox"/>	Are all passageways, work areas, storerooms and washing facilities kept orderly and in a sanitary condition? [29 CFR 1910.22(a)(1)]	Y	N	N/A	DK
Note: Examples of violations include floor areas strewn with lumber, tires, books and boxes.					
23. <input type="checkbox"/>	Are all floors kept clean and as far as possible dry? [29 CFR 1910.22(a)(2)]	Y	N	N/A	DK
24.	If floors are likely to get wet (such as in food preparation), are platforms, mats, or other dry standing places provided, where practicable? [29 CFR 1910.22(a)(2)]	Y	N	N/A	DK
25.	Are all floors kept free of protruding nails, splinters, holes or loose boards? [29 CFR 1910.22(a)(3) and 1910.141(a)(3)(iii)]	Y	N	N/A	DK
26. <input type="checkbox"/>	Are aisles and passageways kept clear and in good repair, with no obstructions that could create a hazard? [29 CFR 1910.22(b)(1)]	Y	N	N/A	DK
27. <input type="checkbox"/>	Are covers and/or guardrails provided to protect people from the hazards of falling into pits, tanks, vats, ditches, etc.? [29 CFR 1910.22(c)] See checklist for "Guarding Floor and Wall Openings and Holes."	Y	N	N/A	DK
28.	Are areas used for storage of materials marked with conspicuous signs which indicate the load bearing capacity of the floor? [29 CFR 1910.22(d)(1)]	Y	N	N/A	DK
29.	Is the weight of stored materials assessed to ensure it is below the load bearing capacity of the floor? [29 CFR 1910.22(d)(2)]	Y	N	N/A	DK
30.	Was each piece of classroom equipment installed following the manufacturer's design and installation guidance? [NPFA 17]	Y	N	N/A	DK
31.	Was each piece of classroom equipment then also maintained/inspected on a monthly basis using the appropriate maintenance manual and service bulletins or the owner's manual? [NFPA 17]	Y	N	N/A	DK

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Safe Schools: A Health and Safety Check
New Jersey Safe Schools Program/New Jersey Department of Education

Appendix D:
Food Preparation and Service- Part 1
Self-Inspection Checklist

Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

Food Preparation and Service - Part 1
Self-Inspection Checklist

Guidelines: This checklist covers some of the regulations issued by New Jersey Department of Health and Senior Services under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. This checklist should be used in conjunction with the other Food Preparation and Service checklists.

Food Supplies		<u>Please Circle</u>
Source; Protection; Wholesomeness; Misbranding		
1.	Is all food in a public food preparation or service area from a source which complies with applicable State and local regulations? [N.J.A.C. 8:24-2.1(a)]	Y N N/A DK
2.	Is all food protected against contamination and spoilage during handling, packaging, and storage, and while in transit? [N.J.A.C. 8:24-2.1(a)]	Y N N/A DK
3.	Is food prepared at home forbidden in a public food preparation or service area? [N.J.A.C. 8:24-2.1(b)]	Y N N/A DK

Comments/Corrective Action:

- | | | |
|----|---|------------|
| 4. | Is food inspected prior to use to ensure it is clean, wholesome, free from spoilage, free from adulteration and misbranding, and safe for human consumption? [N.J.A.C. 8:24-2.1(c)] | Y N N/A DK |
| | | |
| 5. | Is all hermetically sealed food (such as a sealed baby food jar) in a public food preparation or service area only from an approved food processing establishment? [N.J.A.C. 8:24-2.1(c)] | Y N N/A DK |
| | | |
| 6. | Are all fluid milk or fluid milk products pasteurized? [N.J.A.C. 8:24-2.1(e)] | Y N N/A DK |
| | | |
| 7. | Are pasteurized fluid milk and fluid milk products in a public food preparation and service area from a source which is in compliance with applicable State and local regulations? [N.J.A.C. 8:24-2.1(d)] | Y N N/A DK |
| | | |
| 8. | Are reconstituted dry milk and dry milk products only used in instant desserts and whipped products, or for cooking and baking purposes? [N.J.A.C. 8:24-2.1(e)] | Y N N/A DK |
| | | |
| 9. | When reconstituting non-dairy creaming, whitening or whipping agents: [N.J.A.C. 8:24-2.1(e)] | |
| a) | Has the storage container be sanitized? | Y N N/A DK |
| b) | Is the storage container covered? | Y N N/A DK |
| c) | Is the storage container one gallon or less in capacity? | Y N N/A DK |
| d) | Has the reconstituted product been cooled throughout to 45 °F or below within four hours of preparation? | Y N N/A DK |

Comments/Corrective Action:

- | | | |
|-----|---|------------|
| 10. | Are all milk, milk products, and milk substitutes used for drinking purposes served from their original containers or from an approved bulk milk dispenser? [N.J.A.C. 8:24-2.1(f)] | Y N N/A DK |
| 11. | If multi-use pitchers are used to serve milk, milk products or substitutes: [N.J.A.C. 8:24-2.1(g)] | Y N N/A DK |
| a) | Is their use restricted to service in beverages such as coffee, tea, cocoa, and in other items such as cereals and fruits? | Y N N/A DK |
| b) | Are the unused portions discarded after their use by the customer or group served? | Y N N/A DK |
| c) | Is adding fresh product to the pitchers or the mixing of previously served product prohibited? | Y N N/A DK |
| d) | Is the milk, fluid milk products or substitutes served at a temperature of 45 °F or below? | Y N N/A DK |
| | Frozen Desserts | Y N N/A DK |
| 12. | Is there a license from the New Jersey State Department of Health and Senior Services for serving frozen desserts such as ice cream, soft frozen desserts, ice milk, sherbets, ices and mix? [N.J.A.C. 8:24-2.2(b)] | Y N N/A DK |
| 13. | Are frozen desserts such as ice cream, soft frozen desserts, ice milk, sherbets, ices and mix in compliance with all applicable State and local laws and regulations? [N.J.A.C. 8:24-2.2(a)] | |

Comments/Corrective Action:

Shellfish

- | | | |
|-----|---|------------|
| 14. | Does all shellfish come from a New Jersey Department of Health and Senior Services or U.S. Food and Drug Administration currently certified dealer? [N.J.A.C. 8:24-2.3(a)] (Names, addresses and certification numbers should be confirmed with your local health authority). | Y N N/A DK |
| 15. | Does each container of unshucked or shucked shellfish have a tag which includes the dealer certification number, name of dealer, address of dealer, type of shellfish and quantity in package? [N.J.A.C. 8:24-2.3(b)1] | Y N N/A DK |
| 16. | Are fresh and frozen shucked oysters, clams, and mussels packed in nonreturnable containers? [N.J.A.C. 8:24-2.3(b)2] | Y N N/A DK |
| 17. | Are packages of fresh and frozen shucked oysters, clams, and mussels permanently marked with the name of the certified packer and the abbreviated name of the state? [N.J.A.C. 8:24-2.3(b)2] | Y N N/A DK |
| 18. | Are each lot of fresh and frozen shucked shellfish accompanied by a properly completed shellfish tag? [N.J.A.C. 8:24-2.3(b)2] | Y N N/A DK |
| 19. | Are shellstock and shucked shellfish stored in the container in which they are received until the container is empty? [N.J.A.C. 8:24-2.3(b)3] | Y N N/A DK |
| 20. | Are required tags or stubs left on the shellfish container until the container is emptied? [N.J.A.C. 8:24-2.3(b)3] | Y N N/A DK |

Comments/Corrective Action:

- | | | |
|-----|---|------------|
| 21. | Are required tags or stubs on shellfish containers immediately marked with the date of receipt? [N.J.A.C. 8:24-2.3(b)4] | Y N N/A DK |
| 22. | Are required tags or stubs from shellfish containers kept on file for not less than 90 days (To track possible occurrences of shellfish hepatitis)? [N.J.A.C. 8:24-2.3(b)4] | Y N N/A DK |
- Eggs
- | | | |
|-----|--|------------|
| 23. | Are whole eggs clean, with shells intact and without cracks or excessive checks? [N.J.A.C. 8:24-2.5] | Y N N/A DK |
| 24. | Are whole shell eggs broken by a method that minimizes the commingling of the shell, shell fragments or membrane with the liquid contents of the eggs? [N.J.A.C. 8:24-2.5(b)] | Y N N/A DK |
| 25. | Are shell eggs that are cracked and pooled, cooked immediately? [N.J.A.C. 8:24-2.5(c)] | Y N N/A DK |
| 26. | Is the use of raw eggs (not cooked to a temperature of at least 140 degrees Fahrenheit) as a major component in the preparation of uncooked or undercooked ready-to-eat foods prohibited? [N.J.A.C. 8:24-2.5(d)] | Y N N/A DK |

Note: Eggs prepared for individual service at the time of customer order and provided immediately for consumption may be served raw or cooked to a product temperature of less than 140 degrees Fahrenheit.

Comments/Corrective Action:

Emergency Occurrences

- | | | |
|-----|---|------------|
| 27. | If there has been an emergency occurrence, has the person in charge kept <i>potentially hazardous food</i> from being held outside of the safe temperature range? [N.J.A.C. 8:24-2.6] | Y N N/A DK |
| 28. | Are events such as fire, flood, power outage which jeopardize food safety promptly reported to the health department? [N.J.A.C. 8:24-2.6] | Y N N/A DK |

Food Protection - General

- | | | |
|-----|--|------------|
| 29. | Have precautions been taken to prevent food contamination from dust, flies, rodents and other vermin, unclean utensils and work surfaces, unnecessary handling, coughs and sneezes, flooding, drainage, and overhead leakage, poisonous and toxic materials and any other source? [N.J.A.C. 8:24-3.1(a)] | Y N N/A DK |
| 30. | Are refrigeration, hot food storage and display facilities conveniently located to assure required temperatures during storage, preparation, transportation, display and service? [N.J.A.C. 8:24-3.1(b)] | Y N N/A DK |
| 31. | Does each refrigerator have an easily observed <i>indicating thermometer</i> accurate to ± 3 degrees Fahrenheit? [N.J.A.C. 8:24-3.1(b)] | Y N N/A DK |
| 32. | Does the refrigerator thermometer provide the true air temperature within the unit (not the blower temperature)? [N.J.A.C. 8:24-3.1(b)] | Y N N/A DK |

Comments/Corrective Action:

- | | | |
|-----|---|------------|
| 33. | Does each hot food facility storing <i>potentially hazardous food</i> have an easily readable recording or <i>indicating thermometer</i> accurate to ± 3 degrees Fahrenheit and located to measure the air temperature in the coolest part of the facility? [N.J.A.C. 8:24-3.1(c)] | Y N N/A DK |
| 34. | If a hot food thermometer is impractical and not built in, is there a <i>product thermometer</i> readily available and used to check internal food temperatures? [N.J.A.C. 8:24-3.1(c)] | Y N N/A DK |
| 35. | If a <i>stem-type thermometer</i> is used, is it sanitized prior to use to prevent cross contamination? [N.J.A.C. 8:24-3.1(a)] (An example of cross contamination is when a thermometer is removed from a pocket or drawer and is put directly into the product without sanitizing it.) | Y N N/A DK |
| 36. | Has a <i>stem-type thermometer</i> been used to monitor the proper internal cooking, cooling, reheating, hot holding, or cold holding temperatures of all <i>potentially hazardous foods</i> ? All stages must be monitored to prevent foodborne illness. [N.J.A.C. 8:24-3.1(d)] | Y N N/A DK |

Food Temperatures

- | | | |
|-----|--|------------|
| 37. | Is perishable food maintained at such temperatures to prevent spoilage? [N.J.A.C. 8:24-3.2(a)] | Y N N/A DK |
| 38. | Is <i>potentially hazardous food</i> kept at 45 degrees Fahrenheit or below or 140 degrees Fahrenheit or above? [N.J.A.C. 8:24-3.2(b)] | Y N N/A DK |
| 39. | Has frozen food been maintained in its frozen state at zero degrees Fahrenheit or below until removed from storage for preparation? [N.J.A.C. 8:24-3.2(b) and (f)] | Y N N/A DK |

Comments/Corrective Action:

40. Are large quantities of *potentially hazardous food* which are to be refrigerated after preparation rapidly cooled (120 degrees Fahrenheit to 70 degrees Fahrenheit within two hours) using one of the following methods? [N.J.A.C. 8:24-3.2(c)] Y N N/A DK
- a) shallow pans having no greater than 4 inches depth; or
 - b) agitation; or
 - c) quick chilling refrigeration equipment; or
 - d) water circulation external to the food container.
41. If *potentially hazardous food* is being cooled in conventional refrigeration equipment, is it left in uncovered containers that are not stacked? [N.J.A.C. 8:24-3.2(c)] Y N N/A DK
- Note: Precautions should be taken to protect uncovered foods from contamination while they are cooling.
42. If there is a working container of mayonnaise/salad dressing containing eggs and egg products, has the temperature been kept at 45 degrees Fahrenheit or below? If no, then discard after three hours. [N.J.A.C. 8:24-3.2(c)] Y N N/A DK
- Note: If mayonnaise or salad dressing is transferred to another container, it may not be returned to the original container.
43. When *potentially hazardous food* is served hot and is placed on display, except for rare roast beef, is the display temperature at 140 degrees Fahrenheit or above. [N.J.A.C. 8:24-3.2(d)1] Y N N/A DK

- | | | |
|-----|---|------------|
| 44. | When rapidly prechilled food is put on display, is the temperature maintained below 45 degrees Fahrenheit or between 45 degrees Fahrenheit and 55 degrees Fahrenheit for no more than four hours? [N.J.A.C. 8:24-3.2(d)2] | Y N N/A DK |
| 45. | If hollandaise and other sauces are held at temperatures between 45 and 140 degrees Fahrenheit, are the ingredients fresh and is the sauce discarded after three hours? [N.J.A.C. 8:24-3.2(e)] | Y N N/A DK |
| 46. | Is frozen food defrosted using one of the following procedures? [N.J.A.C. 8:24-3.2(g)] | Y N N/A DK |
| a) | In refrigerated units at a temperature below 45 degrees Fahrenheit; or | |
| b) | Under potable running water of a temperature of 70 degrees Fahrenheit or below; or | |
| c) | In a microwave oven; or | |
| d) | As part of the conventional cooking process; or | |
| e) | Other method approved by the Health Department. | |
-

Definitions:

Indicating thermometer a thermometer which can reveal temperature by one or two degrees. Rather than a thermometer that will read safe, danger zone.

Pooled eggs means more than one egg mixed together in one container.

Stem-type, product Thermometer - A thermometer with a dial which reveals temperature by one or two degrees. The shaft on the thermometer can enter the product to ascertain temperature.

Potentially hazardous food means any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include clean, whole, uncracked, odor-free shell eggs or foods which have a pH level of 4.6 or below or a water activity (a_w) value of 0.85 or less.

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Safe Schools: A Health and Safety Check
New Jersey Safe Schools Program/New Jersey Department of Education

Appendix E
Food Preparation and Service- Part 2
Self-Inspection Checklist Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

Food Preparation and Service- Part 2
Self- Inspection Checklist

Guidelines: This checklist covers some of the regulations issued by New Jersey Department of Health and Senior Services under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. This checklist should be used in conjunction with the other Food Preparation and Service checklists.

Food Preparation		<u>Please Circle</u>
1.	Have all equipment and surfaces been washed and sanitized after contact with raw meat, poultry and unpasteurized liquid eggs and fish? [N.J.A.C. 8:24-3.3(a)]	Y N N/A DK
2.	Have hands been carefully washed after contact with any raw meat, poultry and unpasteurized liquid eggs and fish? [N.J.A.C. 8:24-3.3(a)]	Y N N/A DK
3.	Has proper equipment been provided to minimize direct manual contact of food? [N.J.A.C. 8:24-3.3(b)]	Y N N/A DK

Comments/Corrective Action:

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|----|--|------------|
| 4. | Have all raw fruits and raw vegetables been thoroughly washed before mixing with other ingredients? Raw fruits and vegetables come in contact with soil which may have contained bacteria, spores or been chemically treated. [N.J.A.C. 8:24-3.3(c)] | Y N N/A DK |
| 5. | Except for poultry, stuffing with meat, pork and rare whole roast beef, is potentially hazardous food cooked to heat all parts of the food to a temperature of at least 140 degrees Fahrenheit? [N.J.A.C. 8:24-3.3(d)] | Y N N/A DK |
| | Note: Eggs prepared for individual service for immediate consumption may be served raw or cooked to a product temperature of less than 140 degrees Fahrenheit. | |
| 6. | When cooking poultry, is stuffing prohibited when the weight of the raw poultry exceeds two pounds prior to cooking? [N.J.A.C. 8:24-3.3(d)1] | Y N N/A DK |
| 7. | When cooking poultry and stuffing with meat, have all the parts of the food reached at least 165 degrees Fahrenheit with no interruption of initial cooking process? [N.J.A.C. 8:24-3.3(d)1] | Y N N/A DK |
| 8. | When cooking pork, have all the parts of the food been heated to at least 150 degrees Fahrenheit in a conventional oven or to at least 170 degrees Fahrenheit in a microwave oven? [N.J.A.C. 8:24-3.3(d)2] | Y N N/A DK |
| 9. | Has the internal temperature been taken of the rare whole roast beef with a sanitized stem-type thermometer to determine if it has reached 130 degrees Fahrenheit or above in a conventional oven or to at least 145 degrees Fahrenheit in a microwave oven? [N.J.A.C. 8:24-3.3(d)3] | Y N N/A DK |

Comments/Corrective Action:

10. If food is reheated, has it been done rapidly and within two hours to 165 degrees Fahrenheit or higher throughout before being served? [N.J.A.C. 8:24-3.3(e)] Y N N/A DK

Note: Rare whole roast beef may be reheated to at least 130 degrees Fahrenheit.

11. Are steam tables, bainmaries, warmers, and similar hot food holding facilities prohibited for the rapid reheating of potentially hazardous foods? [N.J.A.C.8:24-3.3(e)] Y N N/A DK

12. Are all utensils, equipment and surfaces thoroughly cleaned and sanitized prior to use? [N.J.A.C. 8:24-3.3(f)] Y N N/A DK

13. Are custards, cream fillings and similar products kept at or below 45 or above 140 degrees Fahrenheit, except during necessary periods of preparation and service? [N.J.A.C. 8:24-3.3(g)] Y N N/A DK

14. Are custards, cream fillings and similar products rapidly cooled to 45 degrees Fahrenheit or below promptly after preparation? [N.J.A.C.8:24-3.3(g)]

Note: Synthetic filled products may be excluded if the filling has a pH level of 4.6 or less; or it is handled in such a manner as to preclude contamination with and the growth of pathogenic microorganisms after heat processing; or other evidence is on file indicating the product will not support the growth of pathogenic microorganisms.

Y N N/A DK

15. Are synthetic filled custards, cream fillings, and similar products that do not required refrigeration labeled as such? [N.J.A.C. 8:24-3.3(g)4]

Comments/Corrective Action:

Food Storage

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|-----|---|------------|
| 16. | Are food containers stored six inches off of the floor, except for cased food, packaged in waterproof containers, not exposed to moisture and on movable dollies, pallets or skids? [N.J.A.C. 8:24-3.4(a)] | Y N N/A DK |
| 17. | Are large quantities of food containers stored in bulk for five or more days elevated above the floor on skids, pallets or similar equipment? [N.J.A.C. 8:24-3.4(b)1] | Y N N/A DK |
| 18. | Are large quantities of food containers stored in bulk for five or more days stored at least 12 inches from any wall with a six inch wide white inspection strip at the floor along each wall? [N.J.A.C. 8:24-3.4(b)2] | Y N N/A DK |
| 19. | Are large quantities of food containers stored in bulk for five or more days divided into manageable cells with aisles, if necessary, to facilitate inspection? [N.J.A.C. 8:24-3.4(b)3] | Y N N/A DK |
| 20. | Have procedures been taken to avoid cross contamination between food that requires no further washing or cooking with food that requires washing or cooking? For example, separate purchased prepared salad from raw fruits or raw meat. [N.J.A.C. 8:24-3.4(c)] | Y N N/A DK |
| 21. | Is the storage of packaged or bottled foods in submerged water or other liquids prohibited? [N.J.A.C. 8:24-3.4(d)] | |

Note: Pressurized containers of beverages may be stored in water if the water contains at least 50 ppm of available chlorine or equivalent; and the iced water is changed frequently enough to keep both the water and container clean.

Comments/Corrective Action:

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| 22. | Is the wet storage of shellfish prohibited? [N.J.A.C. 8:24-3.4(e)] | Y N N/A DK |
|-----|--|------------|

Food Display and Service

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|-----|--|------------|
| 23. | Is prepared, unwrapped food on display protected by cleanable counters, service line or salad bar protector devices, cabinets, sneeze guards, display cases, containers, or similar type of protective equipment? [N.J.A.C. 8:24-3.5(a)] | Y N N/A DK |
| 24. | Are self-service openings in counter guards designed and arranged to protect food from manual contact by customers. [N.J.A.C. 8:24-3.5(a)] | Y N N/A DK |
| 25. | Is food, once served to a customer, not served again? [N.J.A.C. 8:24-3.5(a)] | Y N N/A DK |
| 26. | Is wrapped food (other than <i>potentially hazardous food</i>) which has been unwrapped or become unwholesome discarded? [N.J.A.C. 8:24-3.5(a)] | Y N N/A DK |
| 27. | Is <i>potentially hazardous food</i> in temporary buffets, smorgasbords or salad bars held at safe temperatures? [N.J.A.C. 8:24-3.5(b)1] | Y N N/A DK |
| 28. | Is the quantity of food in temporary buffets, smorgasbords or salad bars limited for service to allow a fast turnover? [N.J.A.C. 8:24-3.5(b)2] | Y N N/A DK |
| 29. | Are fresh supplies of food to temporary buffets, smorgasbords or salad bars provided to ensure proper food rotation? [N.J.A.C. 8:24-3.5(b)3] | Y N N/A DK |

Comments/Corrective Action:

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|-----|--|------------|
| 30. | Are unwrapped bulk foods in self-service containers provided to consumers for self-service sale easily cleanable, covered, 18 inches or less in depth and at least 30 inches off the floor? [N.J.A.C. 8:24-3.5(c)] | Y N N/A DK |
| 31. | Are tongs, forks, spoons and other proper utensils provided for service to ensure minimum contact with food by customers and employees? [N.J.A.C. 8:24-3.5(d)] | Y N N/A DK |
| 32. | Does each container of <i>potentially hazardous food</i> have its own dispensing utensil? [N.J.A.C. 8:24-3.5(d)] | Y N N/A DK |
| 33. | Is <i>potentially hazardous food</i> displayed in such a way as to prevent cross contamination between raw and ready-to-eat products? [N.J.A.C. 8:24-3.5(d)] | Y N N/A DK |
| 34. | If food dispensing is interrupted, are service utensils stored in the food with the dispensing utensil handle extended out of the food; or stored clean and dry; or stored in running water? [N.J.A.C. 8:24-3.5(e)] | Y N N/A DK |
| 35. | Are sugar, condiments, seasonings and dressings provided only in <i>sanitary dispensers</i> or in individual single service packages? [N.J.A.C. 8:24-3.5(f)] | Y N N/A DK |
| 36. | Is <i>potentially hazardous food</i> in hot or cold holding units held or displayed behind the case fill line designed by the manufacturer of the case to ensure proper flow and circulation? [N.J.A.C. 8:24-3.5(g)] | Y N N/A DK |

Comments/Corrective Action:

Food Transportation

- | | | |
|-----|---|------------|
| 37. | Is all <i>potentially hazardous food</i> maintained at or below 45 degrees Fahrenheit or at or above 140 degrees Fahrenheit during transport, except if food is to be consumed within one- half hour of plating? [N.J.A.C. 8:24-3.6(a)] | Y N N/A DK |
|-----|---|------------|

Note: Cold food may be allowed to reach 55 degrees Fahrenheit and hot food may be allowed to reach 130 degrees Fahrenheit if they are to be consumed within one-half hour of plating.

- | | | |
|-----|--|------------|
| 38. | Is all frozen food kept at a temperature as to remain frozen during transportation? [N.J.A.C. 8:24-3.6(a)] | Y N N/A DK |
| 39. | Is all food transported in covered containers or completely wrapped, except for hanging meats and raw agricultural products which will be prepared for consumption later? [N.J.A.C. 8:24-3.6(b)] | Y N N/A DK |
| 40. | Is the transportation vehicle clean, free of vermin and in good repair? For example, no holes in floor that may allow exterior contaminates e.g. mud to enter vehicle. [N.J.A.C. 8:24- 3.6(c)] | Y N N/A DK |

Poisonous and Toxic Materials

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|-----|---|------------|
| 41. | Is the storage of poisonous and toxic materials in food areas limited to only those materials used to maintain sanitary conditions? [N.J.A.C.8:24-3.7(a)] | Y N N/A DK |
|-----|---|------------|

Comments/Corrective Action

42. Are poisonous and toxic materials (e.g. pesticides) stored in a specifically identified and designated separate area (such as a cabinet) and away from food? [N.J.A.C. 8:24-3.7(c)] Y N N/A DK

Note: Poisonous or toxic materials shall not be stored or displayed above food, food equipment, utensils or single-service items.

43. Are bactericides and cleaning compounds stored in separate cabinets or areas of the room away from insecticides, rodenticides, or other poisonous materials? [N.J.A.C. 8:24-3.7(c)] Y N N/A DK
44. Are first-aid supplies and personal medication stored in a way that prevent them from contaminating food and food contact surfaces.? [N.J.A.C. 8:24-3.7(c)] Y N N/A DK
45. Are poisonous polishing materials prohibited? [N.J.A.C. 8:24-3.7(a)] Y N N/A DK
46. Are containers of poisonous and toxic materials prominently and distinctively marked or labeled for easy identification as to contents? [N.J.A.C. 8:24-3.7(b)] Y N N/A DK
47. Are bactericides and cleaning compounds used in such a manner as to prevent toxic residue on food contact surfaces? [N.J.A.C. 8:24-3.7(d)] Y N N/A DK
48. Are poisonous materials and compounds used and stored in a way that avoids contaminating food, equipment, or utensils? [N.J.A.C. 8:24-3.7(f)] Y N N/A DK
49. Are poisonous materials used in accordance with the manufacturer's label? [N.J.A.C. 8:24-3.7(f)] Y N N/A DK

50. Are poisonous compounds such as insecticides and rodenticides, in powdered form, distinctively colored so as not to be mistaken for food or food condiments? [N.J.A.C. 8:24-3.7(e)] Y N N/A DK

51. Are insecticides or rodenticides only applied by New Jersey Department of Environmental Protection certified applicators and in full compliance with the manufacturer's labeling? [N.J.A.C. 8:24-3.7(g)] Y N N/A DK

Note: Often a vermin problem is incorrectly treated by the owner or another person. It is prohibited by law for a non certified person to treat for vermin infestation within a food preparation or service area.

Definitions:

Rinse - Clear water that fulfills heat requirements as specified in various subchapters of N.J.A.C. 8:24

Sanitary dispenser - a container that when used with condiments does not contaminate remaining product when condiment is dispensed

Stem-type, product Thermometer - A thermometer with a dial which reveals temperature by one or two degrees. The shaft on the thermometer can enter the product to ascertain temperature.

Potentially hazardous food means any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of

Comments/Corrective Action:

infectious or toxigenic microorganisms. The term does not include clean, whole, uncracked, odor-free shell eggs or foods which have a pH level of 4.6 or below or a water activity (a_w) value of 0.85 or less.

Appendix F:
Food Preparation and Service- Part 3 Self-Inspection Checklist

Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

**Food Preparation and Service- Part 3
Self-Inspection Checklist**

Guidelines: This checklist covers some of the regulations issued by New Jersey Department of Health and Senior Services under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of terms are provided at the end of the checklist to help you understand some of the questions. Questions marked with the symbol (□) may require the help of an outside expert. This checklist should be used in conjunction with the other Food Preparation and Service checklists.

Health and Disease Controls Food Service Personnel

Please Circle

1. Are persons affected with any communicable disease, boils, infected wounds, sores, acute respiratory infection, nausea, vomiting and diarrhea prevented from working in any food area or with other food workers? [N.J.A.C. 8:24-4.1]

Y N N/A DK

Hygiene Practices Food Service Personnel

2. Is personal jewelry prohibited where it could contaminate or become incorporated into food? [N.J.A.C. 8:24-4.2(a)]

Y N N/A DK

Comments/Corrective Action

- | | | |
|----|---|------------|
| 3. | Is the use of tobacco products during food handling and dish washing prohibited? [N.J.A.C. 8:24-4.2(b)] | Y N N/A DK |
| 4. | Do employees consume food only in designated dining areas? [N.J.A.C. 8:24-4.2(c)] | Y N N/A DK |

Handwashing Food Service Personnel

- | | | |
|----|--|------------|
| 5. | Are separate handwashing facilities away from food preparation areas provided at convenient locations? [N.J.A.C. 8:24-4.3(a)] | Y N N/A DK |
| 6. | Do workers wash their hands and exposed arms with soap and warm water before starting work, during work as necessary, after smoking, after eating, after drinking, after visiting the toilet or after handling raw food of animal origin? [N.J.A.C. 8:24-4.3(a)] | Y N N/A DK |
| 7. | Are employees fingernails clean and neatly trimmed? [N.J.A.C. 8:24-4.3(b)] | Y N N/A DK |

Clothing Food Service Personnel

- | | | |
|----|--|------------|
| 8. | Is clean clothing worn by all persons including dishwashers? [N.J.A.C. 8:24-4.4(a)] | Y N N/A DK |
| 9. | Are there any extra clean uniforms/clothing available if clothing becomes soiled? [N.J.A.C. 8:24-4.4(a)] | Y N N/A DK |

Comments/Corrective Action

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|-----|--|------------|
| 10. | Are effective hair restraints to prevent contamination properly used? For example, is hat sitting on the back of the head, and hair hanging out loosely prevented or not permitted. [N.J.A.C. 8:24-4.4(b)] | Y N N/A DK |
|-----|--|------------|

Design, Construction and Materials Food Equipment and Utensils

- | | | |
|-----|--|------------|
| 11. | Are multi-use equipment and utensils made with safe materials, corrosion resistant, nonabsorbent, smooth, easily cleanable, durable, dent resistant and sturdy? [N.J.A.C. 8:24- 5.1(a)] | Y N N/A DK |
| 12. | Is equipment inspected periodically and replaced, if necessary, with safe materials? [N.J.A.C. 8:24-5.1(a)] | Y N N/A DK |
| 13. | Are food contact surfaces of equipment and utensils (e.g. plastic mixing bowls) smooth; free of breaks, open seams, cracks and pits; easily accessible for cleaning; and in good repair? [N.J.A.C. 8:24-5.1(b) and(d)] | Y N N/A DK |
| 14. | Are wicker or plastic woven type or other hard to clean breadbaskets lined with clean disposable materials or clean washable materials when used for unwrapped food? [N.J.A.C. 8:24-5.1(b)] | Y N N/A DK |
| 15. | Are cutting boards easily removable and cleanable, nontoxic, nonabsorbent, smooth, and free of cracks, crevices and open seams? Cutting boards need to be washed - rinsed and sanitized since they come into direct contact with potentially hazardous foods and raw fruits and vegetables. [N.J.A.C. 8:24-5.1(c)] | Y N N/A DK |

Comments/Corrective Action

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|-----|--|------------|
| 16. | Is the use of wood as a food-contact service prohibited except for hard maple cutting boards and single-service articles such as chop sticks, stirrers or ice cream spoons? [N.J.A.C. 8:24- 5.1(c)] | Y N N/A DK |
| 17. | Are mollusk and crustacea shells thoroughly washed, rinsed and sanitized if reused for service? [N.J.A.C. 8:24-5.1(e)] | Y N N/A DK |
| | Note: Sanitization of these shells shall be accompanied by immersion in boiling water for three minutes or immersion in a 100 ppm solution of chlorine for one minute. | |
| 18. | Is equipment containing bearings and gears with unsafe lubricants designed and constructed so that the lubricant cannot leak, drip, or be forced into food or onto food contact surfaces? [N.J.A.C. 8:24-5.1(f)] | Y N N/A DK |
| 19. | Are ventilation hoods and devices designed to prevent grease or condensation from collecting on walls and ceilings, and from dripping into food or onto food contact surfaces? [N.J.A.C. 8:24-5.1(i)] | Y N N/A DK |
| 20. | Is the filter of the ventilation hood readily removable for cleaning and replacement? [N.J.A.C. 8:24-5.1(i)] | Y N N/A DK |
| 21. | Are shelves that are not intended for food contact designed free of unnecessary ledges, projections, or crevices? Some shelves are elaborately designed, very deep within a cabinet, or not sealed but screwed or nailed into place. The above conditions make housekeeping difficult. [N.J.A.C. 8:24- 5.1(j)] | |

Comments/Corrective Action

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|-----|---|------------|
| 22. | Are ice storage bins free of beverage dispensing units' condensate drainage or non-potable water drainage tubes? [N.J.A.C. 8:24-5.1(k)] | Y N N/A DK |
| | | Y N N/A DK |
| 23. | Is tubing conveying beverages or beverage ingredients to dispensing heads that comes in contact with stored ice fabricated with safe materials, grommited at entry and exit points and kept clean? [N.J.A.C. 8:24-5.1(k)] | Y N N/A DK |
| 24. | Are all food contact surfaces that are not intended for in place cleaning readily accessible for manual cleaning and inspection? [N.J.A.C. 8:24-5.1(l)] | |
| | Note: Ready access means without being dissembled; or by disassembling without the use of tools; or by easy disassembling with the use of only simple tools kept available near the equipment. | Y N N/A DK |
| 25. | Is equipment intended for in-place cleaning designed and constructed that cleaning and sanitizing solutions can be circulated throughout a fixed system; and cleaningand sanitizing solutions will contact all interior surfaces; and the system is self-draining or otherwise completely evacuated; and cleaning procedures result in thorough cleaning of the equipment? [N.J.A.C. 8:24-5.1(m)] | Y N N/A DK |
| 26. | Are sinks and drain boards self-draining? Self-draining may occur by pitching it toward one of the compartments of the sink. [N.J.A.C. 8:24-5.1(n)] | |

Comments/Corrective Action

Equipment Installation and Location

- | | | |
|-----|---|------------|
| 27. | Is equipment, including ice makers and ice storage equipment located away from under exposed or unprotected sewer lines, leaking water lines, water lines which may accumulate condensate or open stairwells which may cross contaminate equipment or ice? [N.J.A.C. 8:24-5.2(a)] | Y N N/A DK |
| 28. | Is nonportable equipment placed on tables sealed to the table or elevated by at least four inches? [N.J.A.C. 8:24-5.2(b)] | Y N N/A DK |
| 29. | Is nonportable equipment placed on tables installed to facilitate the cleaning of the equipment and adjacent areas? [N.J.A.C. 8:24-5.2(b)] | Y N N/A DK |
| 30. | Is floor mounted equipment sealed to the floor or does it have a minimum of a six inch clearance between floor and equipment? [N.J.A.C. 8:24-5.2(d)] | Y N N/A DK |
| | <p>Note: Vertically mounted floor mixers may be elevated to provide at least a four-inch clearance between the floor and equipment if no part of the floor under the mixer is more than six inches from cleaning access.</p> | Y N N/A DK |
| 31. | Unless sufficient space is provided for easy cleaning between, behind and above each unit of fixed equipment, is the space between it and adjoining equipment and adjacent walls or ceiling 1/32 inch or less or sealed? [N.J.A.C. 8:24- 5.2(f)] | |

Comments/Corrective Action

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|-----|--|------------|
| 32. | Are aisles and working spaces between units of equipment and walls unobstructed and of sufficient width to permit workers to perform their duties readily without contamination of food or food contact surfaces by clothing or through personal contact? [N.J.A.C. 8:24-5.2(g)] | Y N N/A DK |
|-----|--|------------|

Equipment and Utensil Cleanliness

- | | | |
|-----|--|------------|
| 33. | After each usage, is all tableware thoroughly cleaned to sight and touch? [N.J.A.C. 8:24-5.3(a)] | Y N N/A DK |
| 34. | After each usage, are all kitchenware and food contact surfaces (exclusive of cooking surfaces) used in the preparation, serving, display, or storage of food thoroughly cleaned to sight and touch? [N.J.A.C. 8:24-5.3(b) and(d)] | Y N N/A DK |
| 35. | Are the food contact surfaces of grills, griddles, and similar cooking devices and the cavities and door seals of microwave ovens cleaned after daily use? [N.J.A.C. 8:24-5.3(b)] | Y N N/A DK |
| 36. | Is the food contact surfaces of all cooking equipment kept free of encrusted grease deposits and other accumulated soil? [N.J.A.C. 8:24-5.3(b)] | Y N N/A DK |
| 37. | Have all nonfood contact surfaces been thoroughly cleaned as necessary to be free of dirt and in a sanitary condition? [N.J.A.C. 8:24-5.3(c)] | Y N N/A DK |
| 38. | Are cloths used for wiping food contact surfaces clean and only used for that purpose to prevent cross contamination? [N.J.A.C. 8:24-5.3(e)] | Y N N/A DK |

Comments/Corrective Action

Equipment and Utensil Sanitization

- | | | |
|---|--|------------|
| 39. | After each use, has all tableware been sanitized? [N.J.A.C. 8:24-5.4 (a)] | Y N N/A DK |
| 40. | If a spoon or other utensil has been used for tasting, is it sanitized before being used again? [N.J.A.C. 8:24-5.4(a)] | Y N N/A DK |
| 41. | Have all kitchenware and food contact surfaces that come in contact with potentially hazardous food or raw fruits or vegetables been sanitized after use or when there is an interruption of operations? For example is a slicer or frozen dessert machine sanitized the next day prior to use after the operation was closed? [N.J.A.C.8:24-5.4(b)] | Y N N/A DK |
| <p>Methods and Facilities for Washing and Sanitizing For Both
Manual and Machine Washing and Sanitizing</p> | | |
| | | Y N N/A DK |
| 42. | Prior to washing, have all equipment and utensils been preflushed, prescraped or when necessary presoaked? [N.J.A.C. 8:24-5.5(a)1] | Y N N/A DK |
| 43. | Are dish tables, drainboards, or racks provided of adequate size to handle soiled items? [N.J.A.C.8:24-5.5(a)2] | Y N N/A DK |
| 44. | Do dish tables, drainboards, or racks provide adequate space/distance to avoid interference of soiled items with clean items? [N.J.A.C. 8:24-5.5(a)2] | Y N N/A DK |
| 45. | Does washing remove foreign matter? [N.J.A.C. 8:24-5.5(a)3] | Y N N/A DK |
| 46. | Has the rinsing process effectively removed detergent solution and foreign matter? [N.J.A.C. 8:24-5.5(a)4] | |

Comments/Corrective Action

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|-----|---|------------|
| 47. | Are cleaned equipment and utensils properly sanitized?
[N.J.A.C. 8:24-5.5(a)5] | Y N N/A DK |
| 48. | Have all sanitized utensils or food contact surfaces been allowed to air dry? [N.J.A.C. 8:24-5.5(a)6] | Y N N/A DK |

Note: Towel drying of equipment and utensils is prohibited.

Methods and Facilities for Washing and Sanitizing Manual Washing and Sanitizing

- | | | |
|-----|---|------------|
| 49. | For manual washing, are three sinks provided for the wash-rinse-sanitize cycle? [N.J.A.C. 8:24-5.5(b)1] | Y N N/A DK |
| 50. | Are sink compartments large enough to permit complete immersion of the equipment and utensils intended to be cleaned? [N.J.A.C. 8:24-5.5(b)1] | Y N N/A DK |
| 51. | Do all sink compartments have a supply of hot and cold potable running water? [N.J.A.C. 8:24-5.5(b)1] | Y N N/A DK |
| 52. | Have all sinks been cleaned prior to use? [N.J.A.C. 8:24-5.5(b)2] | Y N N/A DK |
| 53. | Are equipment and utensil preflushed or prescraped and, when necessary, presoaked to remove gross food particles and soil? [N.J.A.C. 8:24-5.5(b)2] | Y N N/A DK |
| 54. | Are equipment and utensils thoroughly washed in the first compartment with a detergent solution that is kept clean and used in accordance with manufacturer's directions? [N.J.A.C. 8:24-5.5(b)2] | Y N N/A DK |

Comments/Corrective Action:

- | | | |
|------------------------------|--|------------|
| 55. | Have equipment and utensils been thoroughly rinsed free of detergent and abrasives with clean water in the second compartment? [N.J.A.C. 8:24-5.5(b)2] | Y N N/A DK |
| 56. | Have equipment and utensils been thoroughly sanitized in the third sink? [N.J.A.C. 8:24-5.5(b)2] | Y N N/A DK |
| 57. | If using hot water (heat) as a sanitizer, is the water maintained at or above 170 degrees Fahrenheit and tested periodically with a thermometer? [N.J.A.C. 8:24-5.5(c)1] | Y N N/A DK |
| 58. | If using hot water as a sanitizer, have equipment and utensils to be sanitized been allowed to be completely immersed for at least 30 seconds in the 170 degree Fahrenheit water? [N.J.A.C. 8:24-5.5(c)1] | Y N N/A DK |
| 59. <input type="checkbox"/> | If chlorine is used as sanitizer, does the solution contain at least 50 parts per million of available chlorine as a hypochlorite and at a temperature of at least 75 degrees Fahrenheit? [N.J.A.C. 8:24-5.5(c)2] | Y N N/A DK |
| 60. <input type="checkbox"/> | If iodine is used as sanitizer, does the solution contain at least 12.5 parts per million available iodine, a pH not higher than 5.0 and at a temperature of at least 75 degrees Fahrenheit? [N.J.A.C. 8:24-5.5(c)3] | Y N N/A DK |
| 61. | If chlorine or iodine is used as a sanitizer, are equipment and utensils to be sanitized immersed for at least one minute? [N.J.A.C. 8:24-5.5(c)2 and 3] | Y N N/A DK |

Note: Other approved sanitizers are acceptable. Consult the regulations for requirements.

Comments/Corrective Action:

62. Is there a test kit or other device that accurately measures the parts per million concentration of the sanitizer? [N.J.A.C. 8:24-5.5(c)6] Y N N/A DK

Note: Often sanitizers are available in tablet form. When released in the water the water turns color. The color can then be matched against a chart.

63. Is there a thermometer accurate to ± 3 degrees Fahrenheit available? [N.J.A.C. 8:24-5.5(c)6] Y N N/A DK

Definitions:

Rinse - Clear water that fulfills heat requirements as specified in various subchapters of N.J.A.C. 8:24

Potentially hazardous food means any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include clean, whole, uncracked, odor-free shell eggs or foods which have a pH level of 4.6 or below or a water activity (a_w) value of 0.85 or less.

Comments/Corrective Action:

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Safe Schools: A Health and Safety Check
New Jersey Safe Schools Program/New Jersey Department of Education

Appendix G:
Food Preparation and Service- Part 4 Self-Inspection Checklist

Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

**Food Preparation and Service- Part 4
Self-Inspection Checklist**

Guidelines: This checklist covers some of the regulations issued by New Jersey Department of Health and Senior Services under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of terms are provided at the end of the checklist to help you understand some of the questions. This checklist should be used in conjunction with the other Food Preparation and Service checklists.

Methods and Facilities for Washing and Sanitizing Machine		<u>Please Circle</u>
Washing and Sanitizing		
1.	When spray type dishwashing machines are used that do not perform prewashing, are equipment and utensils preflushed or scraped? [N.J.A.C. 8:24-5.5(d)1i]	Y N N/A DK
2.	When spray type dishwashing machines are used, are equipment and utensils placed in racks or in trays to permit unobstructed application and free draining of detergent wash and clean rinse water? [N.J.A.C. 8:24-5.5(d)1i]	Y N N/A DK
3.	Is the flow pressure not less than 15 or more than 25 pounds per square inch on the water line at the machine? [N.J.A.C. 8:24-5.5(d)2]	Y N N/A DK

Comments/Corrective Action:

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| 4. | Is the flow pressure not less than 10 pounds per square inch at the rinse nozzles? [N.J.A.C. 8:24-5.5(d)2] | Y N N/A DK |
| 5. | Is there a gauge cock provided immediately up stream from the final rinse valves to permit checking the flow pressure of the final rinse water on all machines? [N.J.A.C. 8:24- 5.5(d)2] | Y N N/A DK |
| 6. | When hot water is used as the sanitizing agent, does the final rinse reach 160 degrees Fahrenheit at the plate? [N.J.A.C. 8:24- 5.5(d)3] | Y N N/A DK |
| <p>Note: Acceptable wash and final rinse temperatures vary with the type of machine. Consult the regulations for more details. To ensure proper sanitization, the temperature at the final rinse is the most important. Other approved sanitizing agents are acceptable. Consult the regulations for requirements.</p> | | |
| 7. | Are there thermometers located at each cycle, in good repair and accurate to ± 3 degrees Fahrenheit? [N.J.A.C. 8:24- 5.5(d)5] | Y N N/A DK |
| 8. | Is the washing machine working properly including jets, nozzles and soap dispenser? [N.J.A.C. 8:24-5.5(d)6] | |
| | <p>Note: Check flow pressure gauges, final cleanliness and periodically have serviced.</p> | Y N N/A DK |
| 9. | Is the dishwashing machine cleaned thoroughly at least once a day? [N.J.A.C. 8:24-5.5(d)9] | |

Comments/Corrective Action:

Storage and Handling
of Cleaned Equipment and Utensils

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|-----|---|------------|
| 10. | Are food contact surfaces of equipment and utensils handled in such a manner as to protect from contamination? [N.J.A.C. 8:24-5.6(a)] | Y N N/A DK |
|-----|---|------------|

Note: For example, are food contact surfaces subjected to contamination because they are stored on lower racks/shelves and are subjected to floor moisture and dust.

- | | | |
|-----|--|------------|
| 11. | When handling clean spoons, knives and forks are they touched only by the handles to prevent cross contamination? [N.J.A.C. 8:24-5.6(a)] | Y N N/A DK |
|-----|--|------------|

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|-----|--|------------|
| 12. | With handling clean bowls, cups and glasses are they handled so that fingers and thumbs do not contact interior surfaces or rims? [N.J.A.C. 8:24-5.6(a)] | Y N N/A DK |
|-----|--|------------|

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|-----|---|------------|
| 13. | Are sanitized equipment and utensils stored at least six inches from the floor and in a clean, dry, protected place? [N.J.A.C. 8:24-5.6(b)] | Y N N/A DK |
|-----|---|------------|

- | | | |
|-----|---|------------|
| 14. | Are sanitized equipment and utensils or single service articles prohibited from storage in toilet rooms, toilet vestibules or garbage or mechanical rooms? [N.J.A.C. 8:24-5.6(b)] | Y N N/A DK |
|-----|---|------------|

Single Service Articles

Y N N/A DK

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|-----|---|------------|
| 15. | Are single-service articles made from clean, sanitary, nontoxic, safe materials? [N.J.A.C. 8:24-5.7(a)] | Y N N/A DK |
|-----|---|------------|

- | | | |
|-----|---|--|
| 16. | Do single-service articles impart no odor, color, or taste or other contamination to the food? [N.J.A.C. 8:24-5.7(a)] | |
|-----|---|--|

Comments/Corrective Action:

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|-----|---|------------|
| 17. | Are single-service articles stored at least six inches above the floor on pallets, dollies or racks and in closed cartons or containers? [N.J.A.C. 8:24-5.7(b)] | Y N N/A DK |
| 18. | Are single-service articles stored away from overhead sewer lines or water lines? [N.J.A.C. 8:24-5.7(b)] | Y N N/A DK |
| 19. | Unless prewrapped, are bulk single service-articles offered with food contact surfaces inserted into holders? [N.J.A.C. 8:24-5.7(c)] | Y N N/A DK |
| 20. | Are single service articles used only once? [N.J.A.C. 8:24-5.7(c)] | Y N N/A DK |

Sanitary Facilities and Controls

- | | | |
|-----|---|------------|
| 21. | Is the water supply from a potable public or private water supply system? [N.J.A.C.8:24-6.1(a)] | Y N N/A DK |
| 22. | Are hot and cold water under pressure being offered in all areas where food is prepared and where equipment, utensils or containers are washed? [N.J.A.C.8:24-6.1(b)] | Y N N/A DK |

Ice

- | | | |
|-----|---|------------|
| 23. | Is ice made from potable water? [N.J.A.C. 8:24-6.3(a)] | Y N N/A DK |
| 24. | Once ice is made, is it handled, transported and stored in a sanitary manner so to be protected against contamination? [N.J.A.C. 8:24-6.3(b)] | Y N N/A DK |
| 25. | If block ice is used, is the outer surface thoroughly rinsed before it is used? [N.J.A.C. 8:24-6.3(c)] | |

Comments/Corrective Action:

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|-----|--|------------|
| 26. | Are ice crushers maintained in a clean condition and covered when not in use? [N.J.A.C. 8:24-6.3(d)] | Y N N/A DK |
| 27. | Are sanitary containers and utensils provided for ice storage and dispensing? [N.J.A.C. 8:24-6.3(e) and(f)] | Y N N/A DK |
| 28. | Is ice that is used for cooling food and food containers, only used for that purpose and not human consumption? [N.J.A.C. 8:24-6.3(g)] | Y N N/A DK |

Size, Installation and Maintenance of Plumbing

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|-----|---|------------|
| 29. | Does plumbing properly convey sewage and liquid wastes from the establishment to the sewerage or sewage disposal system? [N.J.A.C. 8:24-6.6(a)] | Y N N/A DK |
| 30. | Is plumbing installed to preclude the possibility of backflow and back siphonage? [N.J.A.C. 8:24-6.6(a)] | Y N N/A DK |

Drains

- | | | |
|-----|---|------------|
| 31. | Do drains of refrigerators (including floor drains of walk-in refrigerators), ice storage bins and ice machines have air gaps or air breaks between them and the drainage system to prevent backflow? [N.J.A.C. 8:24-6.7(a), (b) & (c)] | Y N N/A DK |
| | Note: Direct connection is prohibited. | |
| 32. | Do drain lines of equipment discharge properly and without flooding? [N.J.A.C. 8:24-6.7(d)] | |

Comments/Corrective Action:

Toilet Facilities

- | | | |
|-----|---|------------|
| 33. | Are toilet facilities adequate (enough water closets) conveniently located and accessible to the students/employees all the time? [N.J.A.C.8:24-6.8(a)] | Y N N/A DK |
| 34. | Are doors to toilet rooms tight fitting and self closing? [N.J.A.C. 8:24-6.8(d)] | Y N N/A DK |

Note: One concern is should vermin such as flies enter an establishment they can be mechanical vectors. Thus cross contamination can occur if flies come in contact with body fluids and then come in contact with clean equipment, food contact surfaces or food.

- | | | |
|-----|--|------------|
| 35. | Are toilet rooms easily cleanable? [N.J.A.C. 8:24-6.8(d)] | Y N N/A DK |
| 36. | Are toilet facilities, including toilet rooms and fixtures clean and in good repair, and free of objectionable odors? [N.J.A.C. 8:24-6.8(e)] | Y N N/A DK |
| 37. | Is there a supply of toilet tissue supplied at each toilet ALL THE TIME? [N.J.A.C.8:24-6.8(f)] | Y N N/A DK |
| 38. | Are signs posted to remind staff to wash their hands before returning to work? [N.J.A.C.8:24-6.8(g)] | Y N N/A DK |

Handwashing Facilities

- | | | |
|-----|--|------------|
| | | Y N N/A DK |
| 39. | Are handwashing facilities of adequate size, in good repair and conveniently located? [N.J.A.C. 8:24-6.9(a)] | Y N N/A DK |
| 40. | Is there a handwashing sink in the food preparation area? [N.J.A.C. 8:24-6.9(b)] | Y N N/A DK |

Comments/Corrective Action:

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|-----|---|------------|
| 41. | Is hot and cold or tempered water (between 90 and 105 degrees Fahrenheit) available? [N.J.A.C. 8:24-6.9(d)] | Y N N/A DK |
| 42. | Is there an adequate supply of hand cleansing soap or detergent as well as sanitary towels or another approved hand drying device? [N.J.A.C. 8:24-6.9(e)] | Y N N/A DK |
| 43. | If disposable towels are used, is there a waste receptacle provided? [N.J.A.C. 8:24-6.9(e)] | Y N N/A DK |
| 44. | Are all components of the handwashing facilities kept clean and good repair? [N.J.A.C. 8:24-6.9(f)] | Y N N/A DK |
-

Definitions:

Rinse - Clear water that fulfills heat requirements as specified in various subchapters of N.J.A.C. 8:24.

Single service articles means cups, containers, lids or closures, plates, knives, forks, spoons, stirrers, paddles, straws, place mats, napkins, doilies, wrapping materials, and all similar articles which are intended by the manufacturers and generally recognized by the public as for one usage only, then to be discarded.

Comments/Corrective Action:

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Appendix H:
Food Preparation and Service- Part 5
Self-Inspection Checklist

Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

Food Preparation and Service- Part 5
Self-Inspection Checklist

Guidelines: This checklist covers some of the regulations issued by New Jersey Department of Health and Senior Services under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. This checklist may also be helpful in reviewing general food safety practices. Questions marked with the symbol (□) may require the help of an outside expert. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*). This checklist should be used in conjunction with the other Food Preparation and Service checklists.

Garbage and Rubbish Disposal Facilities		<u>Please Circle</u>
1.	Are all garbage and rubbish containers leak proof, non absorbent, and constructed of durable metal or other approved types of material? [N.J.A.C. 8:24-6.10(a)]	Y N N/A DK
2.	Are waste containers, while being stored, covered with tight-fitting lids, unless kept in a special vermin proofed room or in a waste refrigerator? [N.J.A.C. 8:24-6.10(b)]	Y N N/A DK
3.	Are kitchen waste containers emptied at least daily if not covered? [N.J.A.C. 8:24-6.10(b)]	Y N N/A DK

Comments/Corrective Action:

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|-----|---|------------|
| 4. | Are waste containers cleaned on the outside and inside?
[N.J.A.C. 8:24-6.10(c)] | Y N N/A DK |
| 5. | Are waste containers cleaned at appropriate locations away from food preparation areas? [N.J.A.C. 8:24-6.10(c)] | Y N N/A DK |
| 6. | Are waste container cleaning facilities, including brushes, dedicated only to waste container cleaning? [N.J.A.C. 8:24-6.10(c)] | Y N N/A DK |
| 7. | Are there sufficient numbers of containers to hold all garbage and rubbish containing food waste both inside and outside the establishment? [N.J.A.C. 8:24-6.10(d)] | Y N N/A DK |
| | Note: Plastic bags are not mentioned. | |
| 8. | Are waste containers, rooms or areas inaccessible to vermin?
[N.J.A.C. 8:24-6.10(e)] | Y N N/A DK |
| 9. | Are interior and exterior storage areas enclosures large enough and kept clean? [N.J.A.C. 8:24-6.10(f), (g) and (h)] | Y N N/A DK |
| 10. | Is the surface area under inside and outside waste containers smooth and nonabsorbent (e.g. concrete)? [N.J.A.C. 8:24-6.10(h) and (i)] | Y N N/A DK |
| 11. | Is the frequency of waste disposal daily or at a frequency that does not create a health nuisance? [N.J.A.C. 8:24- 6.10(j)] | Y N N/A DK |

Vermin Control

- | | | |
|-----|---|------------|
| 12. | Are openings to the exterior such as caused by electrical wiring and plumbing effectively protected against the entrance of rodents? [N.J.A.C.8:24-6.11(e)] | Y N N/A DK |
|-----|---|------------|

Comments/Corrective Action:

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|-----|---|------------|
| 13. | Are effective control measures utilized to minimize and eliminate the presence of vermin? [N.J.A.C. 8:24-6.11(a)] | Y N N/A DK |
|-----|---|------------|

Note: This would include professional extermination.

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|-----|--|------------|
| 14. | Are all openings to the outer air effectively protected against the entrance of insects by self-closing doors, closed windows, screening, controlled air currents or other effective means? [N.J.A.C. 8:24-6.11(b), (c) and (d)] | Y N N/A DK |
|-----|--|------------|

Floors, Walls and Ceilings

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|-----|---|------------|
| 15. | Are floors clean and in good repair? [N.J.A.C. 8:24-7.1(a)] | Y N N/A DK |
|-----|---|------------|

- | | | |
|-----|---|------------|
| 16. | Are floors in kitchens, stock rooms, restrooms and places where foods are stored or prepared constructed of nonabsorbent materials and easily cleanable? [N.J.A.C. 8:24-7.1(b)] | Y N N/A DK |
|-----|---|------------|

- | | | |
|-----|---|------------|
| 17. | If provided, are floor drains covered, trapped, sealed, pitched and properly installed so as to properly function? [N.J.A.C. 8:24-7.1(d)] | Y N N/A DK |
|-----|---|------------|

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|-----|--|------------|
| 18. | If carpeting is used, is it closely woven (not shag), properly installed (sealed at seams) and kept clean and in good repair? [N.J.A.C. 8:24-7.1(e)] | Y N N/A DK |
|-----|--|------------|

- | | | |
|-----|---|------------|
| 19. | Are food preparation, washing, food storage and toilet areas free of carpet? [N.J.A.C. 8:24-7.1(e)] | Y N N/A DK |
|-----|---|------------|

- | | | |
|-----|--|------------|
| 20. | Are walking and driving surfaces clean, free of debris and properly graded and drained? [N.J.A.C. 8:24-7.1(g)] | Y N N/A DK |
|-----|--|------------|

Comments/Corrective Action:

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|------------------------------|---|------------|
| 21. | Are walking and driving surfaces provided with concrete, asphalt, gravel, or similar materials to minimize dust? [N.J.A.C. 8:24-7.1(i)] | Y N N/A DK |
| 22. | Are coved juncture tile between floor and wall or "base board" installed to facilitate housekeeping? [N.J.A.C. 8:24- 7.1(i)] | Y N N/A DK |
| 23. | Are walls in food preparation, utensil-washing and handwashing rooms or areas of light color, smooth and easily cleanable? [N.J.A.C.8:24-7.1(k)] | Y N N/A DK |
| | Lighting | |
| 24. <input type="checkbox"/> | Are 30 foot candles of light provided on all food preparation surfaces and at work levels? [N.J.A.C. 8:24-7.2(a)] | Y N N/A DK |
| | Note: Inadequate lighting has been associated with poor housekeeping and accidental mixing of toxic substances into food stuff. | Y N N/A DK |
| 25. <input type="checkbox"/> | Are 20 foot candles of light provided in storage and lavatory areas? [N.J.A.C. 8:24-7.2(b)1] | Y N N/A DK |
| 26. <input type="checkbox"/> | Are 10 foot candles of light provided in all other areas? [N.J.A.C. 8:24-7.2(b)2] | Y N N/A DK |
| | Ventilation | |
| 27. | Is sufficient ventilation provided to keep rooms free of excessive heat, steam, grease, condensation, vapors, obnoxious odors, smoke and fumes? [N.J.A.C.8:24-7.3(a)] | Y N N/A DK |

Comments/Corrective Action:

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|-----|---|------------|
| 28. | Are all exhaust ducts in hoods provided with filters which are readily removable for cleaning and replacement? [N.J.A.C. 8:24-7.3(d)] | Y N N/A DK |
| | Housekeeping | |
| 29. | Are effective measures taken to maintain orderly storage of employees' clothing and personal belongings? [N.J.A.C. 8:24-7.4(a) and (b)] | Y N N/A DK |
| 30. | Are dressing areas and lockers kept in a clean condition? [N.J.A.C. 8:24-7.4(c)] | Y N N/A DK |
| 31. | Are all parts of the establishment kept neat, clean and free of litter and rubbish? [N.J.A.C. 8:24-7.4(d)] | Y N N/A DK |
| 32. | Are floor and wall cleaning done at times and using methods that minimize dust contamination of exposed food and food contact surfaces? [N.J.A.C. 8:24-7.4(e)] | Y N N/A DK |
| 33. | Are laundered cloths and napkins stored in a clean protected place until used? [N.J.A.C. 8:24-7.4(f)] | Y N N/A DK |
| 34. | Are nonabsorbent containers or laundry bags used to store soiled, or damp linen or clothing? [N.J.A.C. 8:24-7.4(g)] | Y N N/A DK |
| 35. | Are only items necessary for the operation of the establishment kept on the premises? [N.J.A.C. 8:24-7.4(i)] | Y N N/A DK |
| 36. | Is travel through food preparation and utensil washing areas free of unnecessary persons? [N.J.A.C. 8:24-7.4(j)] | Y N N/A DK |
| 37. | Are maintenance and cleaning tools such as brooms, mops, vacuum cleaners maintained and stored in a way that does not contaminate food, utensils, equipment or linens? [N.J.A.C. 8:24-7.4(k)] | Y N N/A DK |

Comments/Corrective Action:

Live Birds and Animals

- | | | |
|-----|---|------------|
| 38. | Are only guide dogs that accompanying a blind or deaf person permitted in food storage, preparation or serving areas? [N.J.A.C. 8:24-7.5] | Y N N/A DK |
|-----|---|------------|

Chemical Sanitizing Solutions

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| 39. | Are sanitizing agents labeled and used in accordance with label requirements? [N.J.A.C.8:24-13.1(b)] | Y N N/A DK |
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Choking Prevention Posters

- | | | |
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| 40. | Is a choking prevention poster conspicuously displayed? [N.J.A.C. 8:24-13.2] | Y N N/A DK |
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Enforcement Provisions

- | | | |
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| 41.* | Is there a food inspection at least once a year by a local board of health? [N.J.A.C. 8:52-Appendix-Best Practice] | Y N N/A DK |
| 42.* | After an inspection by a licensed official, are evaluation placards immediately posted near the entrance of the establishment? [N.J.A.C.8:24-9.8] | Y N N/A DK |
| 43.* | Are inspection reports provided to the public on request and maintained for 2 years? [N.J.A.C. 8:24-9.8] | Y N N/A DK |

Food Manager Certification

- | | | |
|------|---|--|
| 44.* | Is there at least one supervisory person who has completed a certified food safety and sanitation course? [N.J.A.C. 8:24- 10.3] | |
|------|---|--|

Appendix I:
Fire Protection for Cooking Areas Self-Inspection Checklist

Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

**Fire Protection for Cooking Areas
Self-Inspection Checklist**

Guidelines:

This checklist covers the "Uniform Fire Code" regulations issued by the New Jersey Department of Community Affairs (N.J.A.C. 5:70) for kitchen exhaust systems for cooking operations that produce grease laden vapors. The Uniform Fire Code has adopted the model code of the Building Officials and Code Administrators International, Inc. known as the "BOCA National Fire Prevention Code" by reference. This checklist also covers regulations from the U.S. Department of Labor - OSHA General Industry Standard 29 CFR 1910.160. In addition, this checklist includes recommendations from the National Fire Protection Association (NFPA) Fire Prevention Code (Standard 1), Standard for Portable Fire Extinguishers (Standard 10) and the Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations (Standard 96). There may be additional requirements under county and/or municipal codes. The local fire official should be consulted for clarification regarding interpretation of these regulations.

This checklist does not apply to enclosed ovens, steam tables, or auxiliary equipment which do not produce grease laden vapors.

Implementation of some of the regulations may not be the individual classroom teacher's responsibility. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) beside the number of the question.

Please Circle

- | | | |
|-----|--|------------|
| 1.* | Is cooking equipment that produces smoke or grease-laden vapors equipped with an exhaust system (hood and duct system)?
[N.J.A.C. 5:70-4.7(g) and NFPA 96] | Y N N/A DK |
| 2. | Is the exhaust system in operation during all periods of cooking?
[N.J.A.C. 5:70-3.2 {BOCA F-504.1}; and NFPA 1 and 96] | Y N N/A DK |
| 3. | Are all interior surfaces of the exhaust system reasonably accessible for cleaning and inspection? [NFPA 96] | Y N N/A DK |
| 4. | Are kitchen exhaust systems cleaned to bare metal at frequent intervals to prevent surfaces from becoming heavily contaminated with grease or oily sludge? [N.J.A.C. 5:70-3.2 {BOCA F-309.2} and NFPA 96] | Y N N/A DK |
| | Note: Thorough cleaning of ducts, hoods, and fans shall require scraping, brushing, or other positive cleaning methods. A written cleaning schedule must be established indicating the methods of cleaning and the time intervals between cleanings. | |
| 5.* | Is cooking equipment that produces smoke or grease-laden vapors installed with an approved fixed automatic fire suppression system? [N.J.A.C. 5:70-4.7(g); and NFPA 1 and 96] | Y N N/A DK |
| 6. | Is the fixed automatic fire suppression system inspected at least annually? [29 CFR 1910.160(b)(2) and (b)(6)] | Y N N/A DK |
| | Note: NFPA 96 recommends the fixed automatic fire suppression systems be inspected at least every six months. | |
| 7. | Are fixed automatic fire suppression system inspections only made by properly trained and qualified personnel? [29 CFR 1910.160(b)(2) and (b)(6); and NFPA 96] | Y N N/A DK |
| 8. | Are all fusible links and fusible link sprinkler heads replaced at least twice per year, or more frequently if necessary as required by the manufacturer? [NFPA 1 and 96] | Y N N/A DK |
| 9. | Unless protected by an automatic sprinkler system, is there at least one manual station provided for the discharge activation of each fixed extinguishing system? [NFPA 96] | Y N N/A DK |

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| 10. | Does the extinguishing system automatically shut off all sources of fuels and heat to all equipment requiring protection by that extinguishing system? [NFPA 1 and 96] | Y N N/A DK |
| 11. | Does the activation of an automatic extinguishing system activate an audible alarm or visual indicator that shows that the system has been activated? [NFPA 96] | Y N N/A DK |
| 12. | Are instructions for manually operating the extinguishing system posted conspicuously in the cooking area and reviewed periodically with users? [NFPA 1 and 96] | Y N N/A DK |
| 13. | Is operation of cooking equipment prohibited when the extinguishing system or exhaust system is nonoperational or otherwise impaired? [NFPA 1 and 96] | Y N N/A DK |
| 14. | Is the local fire official notified before disconnection and interruption of protection and when tests, repairs, and alterations are made to the extinguishing system? [N.J.A.C. 5:70-3.2{BOCA F-504.1}] | Y N N/A DK |
| 15. | Is there at least one portable fire extinguisher available with a minimum of a 40-B rated sodium bicarbonate or potassium bicarbonate dry chemical extinguisher or a K-type fire extinguisher? [N.J.A.C. 5:70-3.2{BOCA F-519.2}; and NFPA 10 and 96] | Y N N/A DK |

Note: NFPA 96 recommends fire extinguishers installed after June 30, 1998 for protection of cooking appliances that use combustible cooking media (vegetable or animal oils and fats) should be Class K. Class K is recommended in all areas where combustible cooking media is used.

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|-----|--|------------|
| 16. | Is the portable fire extinguisher located not more than 30 feet from the cooking area? [N.J.A.C. 5:70-3.2{BOCA F-519.2} and NFPA 10] | Y N N/A DK |
|-----|--|------------|

17. Is a placard identifying the use of the extinguisher as a secondary backup means to the automatic fire suppression system conspicuously placed near each portable fire extinguisher in the cooking area? [N.J.A.C. 5:70-3.2 {BOCA F-519.2}; and NFPA 10 and 96] Y N N/A DK

Note: The placard should state that the fire protections system should be activated prior to using the fire extinguisher.

18. Does the facility have a two-way communication system or an automatically activated responder system to communicate directly with the fire department? [NFPA 1 (11.10)] Y N N/A DK

19. Is an evaluation process in place to evaluate spark-resistant tools to prevent the ignition of flammable vapors from the following sources: flames, lightning, hot surfaces, radiant heat, smoking, cutting and welding, spontaneous ignition, frictional heat or sparks, static electricity, electrical sparks, stray currents, ovens, furnaces, and heating equipment? [NFPA 30 (6.5.1)] Y N N/A DK

Appendix J:

Employee Accident Report



Orange Township Public Schools
OFFICE OF HUMAN RESOURCES
Employee Accident Report



Gerald Fitzhugh, II,
Ed.D.
Superintendent of
Schools

Please use this form to report all employee accidents and injuries. **All incidents** must be forwarded to the Business Office, Human Resources, and the Office of the Superintendent within 48 hours. Please print clearly.

Date of Incident: _____ Time of Incident: _____ Date of Report: _____

Method of Report: ☐ Phone ☐ In Person ☐ Other _____

Name: _____ Phone Number: _____

Address: _____

Date of Birth: _____ School/Department: _____

Exact Location of Incident: _____

Description of Incident: _____

Employee Signature: _____

Witness Name: _____

Phone Number: _____

Address: _____

Description of Injury: _____

Treatment of Injury by: ☐ School Nurse Only ☐ Doctor/Hospital/Medical Center ☐ None

Treatment Given On-Site: _____

Nurse _____

Date _____

Appendix K:

Pupil Accident Report

Orange Township Public Schools



Pupil Accident Report



Gerald Fitzhugh, II, Ed.D.
Superintendent of Schools

Please use this form to report all pupil accident and injuries. **All incidents** must be forwarded to the Business Office and the Office of the Superintendent within 48 hours. Please print clearly.

School: _____

Date of Report: _____

Student's Name: _____

Grade: _____

Student's Address: _____

Parent/Guardian Name: _____ Phone Number: _____

Date of Accident: _____ Exact Location of Accident: _____

Staff Member in Charge at the Time of Accident: _____

The Following is to be Completed by the Staff Member in Charge

Describe the student's injury, detailing exactly where on the body it is located: _____

What was the student's activity at the time of the accident/injury? _____

Describe how the accident/injury happened: _____

Signature of Staff Member in Charge

Assessment/treatment by the School Nurse: _____

Parent/Guardian Notified: Yes ☐ No ☐ If no, please state reason: _____

Recommendation to Parent/Guardian: _____

Signature of Building Principal _____

Signature of School Nurse _____

Appendix L:

District Incident Investigation Form



Orange Township Public Schools
Security Services
Mr. Edwin J. Vasquez
Security Manager



Gerald Fitzhugh, II, Ed.D.
Superintendent of Schools

Appendix L:

District Incident Investigation Form

1. Incident Date: _____
2. Incident Time: _____
3. Incident Location: _____
4. Individuals injured or suffering illnesses: _____
5. Names of witnesses interviewed: _____
6. Extent of injuries or illnesses: _____
7. Description of incident: _____
8. Tasks/activities being conducted at the time of the incident: _____
9. Describe any unsafe acts: _____
10. Describe any unsafe conditions: _____
11. Identify the cause(s) of the incident: _____
12. Describe incident response actions: _____
13. Identify any incident response problems: _____
14. Corrective action taken: _____
15. Follow up action needed: _____
16. Date(s) of investigation: _____
17. Individual(s) conducting investigation: _____