SHIPMAN

Series 4000
Personnel

ADMINISTRATIVE REGULATIONS REGARDING OCCUPATIONAL SAFETY AND HEALTH (GENERAL)

[NOTE TO CLIENT: Adoption of these administrative regulations does not satisfy the district's occupational safety and health obligations, and these regulations direct the district to establish a CONN-OSHA compliance plan as may be required and in accordance with applicable law. Because such plans must be customized to reflect district-specific operations, facilities and personnel, we have not included model plans with these administrative regulations. Please see Appendix A for additional recommendations about the development of required plans.]

The _____Board of Education (the "Board") is committed to promoting a safe and healthful work environment for its staff.

In pursuit of this goal, and in accordance with United States Department of Labor, Occupational Safety and Health Administration ("OSHA") regulations as enforced in Connecticut public schools by the Connecticut Department of Labor, Occupational Safety and Health Division ("CONN-OSHA"), the _____ Public Schools (the "District") shall establish a comprehensive written CONN-OSHA Compliance Plan (the "Plan") as may be required by and in accordance with applicable law. The Plan shall be reviewed and updated at least annually.

The Plan shall be developed, maintained, and implemented based on the District's operations, facilities, and personnel. Depending on the District's operations, facilities, and other relevant factors, the Plan may include the following, as well as any other programs or plans required to comply with CONN-OSHA requirements:

- a hazard communication program;
- an energy control and/or lockout/tagout program;
- a chemical hygiene plan;
- a silica exposure control plan;
- a respiratory protection program;
- an emergency action plan; and/or
- a fire prevention plan.

The District shall also develop and implement an exposure control plan to address exposure to bloodborne pathogens, as set forth in the District's Administrative Regulations Regarding Occupational Safety and Health (Bloodborne Pathogens).

The District shall provide training to relevant employees as required by each applicable OSHA standard incorporated through CONN-OSHA and included in the District's Plan.

Placement Team, Section 504 team, Student Assistance Team or similar group of district professionals as the person responsible for communication with a parent or guardian about a child's need for medical evaluation;

8. a school professional staff member designated by the Superintendent to communicate with a child's parent or guardian about a child's need for medical evaluation.

II. Procedures

A. A school health or mental health personnel, as defined above, may communicate with other school personnel about a child who may require a recommendation for a medical evaluation, provided that 1) there is a legitimate educational interest in sharing such information; and 2) such communication shall remain confidential, to the extent required by law.

B. A school health or mental health personnel, as defined above, may communicate a recommendation to a parent or guardian that a child be evaluated by a medical practitioner provided that 1) based on such person's professional experience, objective factors indicate that a medical evaluation may be necessary to address concerns relating to the child's education and overall mental health; and 2) any communication includes the basis for the recommendation.

C. If a parent or guardian determines that it is necessary to share medical information, including results of any medical evaluation, with school personnel, he or she may do so at any time. School personnel who receive such information directly from a parent must maintain the confidentiality of such information, to the extent required by law.

D. Any school personnel with a legitimate educational interest in obtaining information from a child's medical practitioner outside the school who is not a school employee must obtain prior, written consent from the child's parent or guardian to communicate with such outside medical practitioners. Any school health or mental health personnel, as defined above, may request written consent from the parent or guardian. To be valid, the written consent must: 1) be signed by the child's parent or guardian; 2) be dated; 3) provide the child's name; 4) provide the name of the medical practitioner and relevant contact information, to the extent known; and 5) indicate the scope of the consent.

Nothing in this policy shall be construed to prevent school personnel from consulting with a medical practitioner who has information concerning a child, as long as the school district has obtained consent from the parent(s) or guardian(s) of the child, in accordance with Section II.D., above. Nothing in this policy shall prevent a Planning and Placement Team from recommending a medical evaluation as part of an initial evaluation or

296680v10 © 2020 Shipman & Goodwin LLP. All rights reserved.

The District shall assure that employees who decline to accept the hepatitis B vaccination offered by the District sign a hepatitis B vaccine declination statement. *See* Appendix A.

The District shall maintain training records for each At-Risk Employee upon completion of training; medical records for each employee with occupational exposure, as required by applicable law; injury logs pursuant to OSHA's recordkeeping requirements; and a sharps injury log.

Legal References:

29 C.F.R. Part 1904	Recording and reporting occupational injuries and illnesses
29 C.F.R. §1910.1030	Bloodborne pathogens
Conn. Gen. Stat. § 10-203	Compliance with public health statutes and regulations
Conn. Gen. Stat. § 31-367 *et seq.*	Occupational Safety and Health Act
Regs. Conn. State Agencies § 31-374-1	Reporting and recordkeeping standards
Regs. Conn. State Agencies § 31-372-101-1910 (adopting 29 C.F.R. §1910.1030)	

ADOPTED: _____
REVISED: _____

3660580v4 © 2026 Shipman & Goodwin LLP. All rights reserved.