

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
FRANKLIN-ESSEX-HAMILTON COUNTIES

Note: This document is not comprehensive.
The information is subject to updating
as the topics are researched further.

SUMMARY OF REQUIRED PLANS, REPORTS AND DESCRIPTIONS

Revised December 29, 2008

Plan/Report	Filing w/SED or Other Agency	BOE Approval	Review/Revise/Perform	Comments	School Law 32 nd Ed.
School Improvement Plan	No	Yes	Annually - Multi-year plans are acceptable. This plan is required to be on file with the District Supt. for participation in the 6211 School Improvement CO-SER (504 CoSer)	Local district decision as to format, however the plan must include the following: <ul style="list-style-type: none"> - Efforts to build local capacity to set high standards and improve student achievement; - A description of the needs of the building and the efforts which would meet those needs; - Efforts to meet the shared decision making requirement (CR100.11); - A description of the specific objectives and activities planned to improve student achievement; - An indication of time frame and assignment of responsibility for each activity; - Evaluation methods to be used to determine school improvement and increased student achievement over a period of time; and - Strategies to make the plan relevant to improving achievement for all students including students classified by the committee for special education. 	No reference in School Law. NYSED CoSer 6211 document specifies the requirements.
Academic Intervention Services Description	No	Yes	Initially by July 2000 then reviewed & revised every two years based on student performance	Required for students who are at risk of not meeting the standards in ELA, Math, Science & Social Studies; and for students not meeting designated performance levels on state assessments. Required components include: (a) the district-wide procedure(s) used to determine the need for academic intervention services; (b) academic intervention instructional and/or student support services to be provided (c) whether instructional services and/or student support services are offered during the regular school day or during an extended school day or year; and (d) the criteria for ending services, including, if appropriate, performance levels that students must obtain on district-selected assessments.	22:25-34, 22:45, 22:62, 22:72
Annual Professional Performance Review	No	Yes	Plan may be annual or multi-year; available for public review by September 10 th each year	Committee comprised of Administrators, Teachers, other school personnel and parents selected by Superintendent. BOE review only if changes are made.	11:87
Professional Development Plan	Certify to Commissioner compliance with regs.	Yes	Develop formal plan by September 1 st of each year. May be a multi-year plan but requires annual review and Board approval	Committee comprised of administrators, teachers, and curriculum specialists. Must include reps designated by Admin and teacher bargaining units. The plan must include a mentoring component.	11:71 - 11:85

Code of Conduct	Yes - within 30 days of adoption or revision	Yes	Annual Review by July 1 st	Public hearing required before consideration by BOE (only necessary if changes are made)	20:1-20:9
Shared Decision Making (100.11 Plan)	Yes	Yes	Review every two years; submit report on review and plan if revised. Next due in February 2010	Committee comprised of teachers, parents and administrators	2:117-2:127
Instructional Computer Technology Plan	No	Yes	Typically districts submit 3 year plans. Schedule for FEH Districts attached	Can be used to satisfy the planning requirement for E-Rate reimbursement, as well as, categorical computer hardware and software aid. The plan needs to contain five components: Goals and Objectives, Staff Development, Inventory, Budget and Evaluation.	29:14
Physical Education Plan	Yes	Yes	No review schedule stated in regulation	Requirement became effective in 1983	22:12, 22:15, 22:18, Also NYCRR 135.4
District Safety Plan	Yes - including revisions within 30 days	Yes	Annual Review by July 1 st	District-wide Safety Committee. Notify Dist. Supt. if plan is activated for events other than snow days	25:1-25:16
Building Level Safety Plans	No	Yes	Annual Review by July 1 st	Submit to local law enforcement agencies. Notify Dist. Supt. if plan is activated for events other than snow days	25:1-25:16
Hazard Communication Program/ Right-To-Know/Blood Borne Pathogen Training Records	N/A	N/A	Training annually. Records of training & attendance are permanent	Develop and maintain a written Hazard Communication Program	25:41-25:43
Public Access Defibrillator (PAD)	N/A	Yes	As needed (if there are changes to the agreement)	Coordinate with Regional EMS Office. Sign at entrance noting defibrillator location	N/A
Summary of Work Related Injuries and Illnesses (SH-900.1)	N/A	N/A	Post annually. Follow retention schedule	Summary of work related injuries and illnesses for the prior calendar year. www.labor.state.ny.us Must be posted February through April	N/A
Exposure Control Plan	No	Yes	No review schedule found	Written exposure control plan required	17:23
Chemical Hygiene Plan	No	Yes	No review schedule found	Federal OSHA Regulations on use of chemicals in laboratories. Adopt a Chemical Hygiene Plan	25:48
Job Hazard Assessment & Personal Protective Equipment (PPE) *	N/A	N/A	Specified in policy	Assess the workplace to determine if hazards are present. Provide equipment and training as necessary. New personnel must be trained	25:38
Lockout-Tagout Plan	N/A	N/A	No review schedule found	Develop Energy Control Program. New personnel must be trained See attached document	N/A
Comprehensive Maintenance Plan	N/A	N/A	No review schedule found	Annual Pesticide Notification (summer and school year)	25:44
Annual Visual Inspection (www.emsc.nysed.gov/facplan/)	Yes	Yes	Must be completed by November 15 th each year and filed by January 15 th (Except year of Building Condition Survey)	Performed by State Certified Code Enforcement Official, district director of facilities and a member of the Safety Committee	25:19
Five-Year Capital Facilities Plan	Upon request to the Commissioner	Yes	Annual Review by July 1 st	Must be up to date when submitting proposed Capital Projects to SED Facilities Planning	25:19
Building Condition Survey	Yes	Yes	Report submitted every five years; next report must be completed by November 15, 2010	Licensed Architect/Engineer required to be part of survey team	25:19
Fire Inspection Report	Yes	Yes	Annually for each building Start 12/15/08 Due 2/01/09 (Zone 6)	Use of a qualified inspector required. Publish notices in local newspaper stating report has been filed	25:20; 25:26; 25:29

Report on Corporal Punishment	January 15 th , July 15th	N/A	N/A	Send report even if no incidents occur in the reporting period	20:17
Instructional Requirements beyond the Learning Standards Areas **	No	No	Local Review Schedule	Areas include: <ul style="list-style-type: none"> • Acquired Immune Deficiency Syndrome • Human Rights Issues • Civility, Citizenship & Character • Respect for the American Flag • Child Abduction Prevention • Highway Safety & Traffic Regulation • Drug, Alcohol and Tobacco misuse and abuse • Fire Drills • Fire and Arson Prevention • Conservation of Natural Resources 	22:35

*Note: This is a policy and procedure, rather than a plan, report or description.

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Component School District Technology Plans

District	New Plan Due Date
Brushton-Moira Central	June 30, 2010
Chateaugay Central	June 30, 2009
Lake Placid Central	June 30, 2009
Long Lake Central	June 30, 2011
Malone Central	June 30, 2009
St. Regis Falls Central	June 30, 2011
Salmon River Central	June 30, 2011
Saranac Lake Central	June 30, 2010
Tupper Lake Central	June 30, 2009
Franklin-Essex-Hamilton BOCES	June 30, 2010

5/28/08



OSHA FACT sheet

Lockout/Tagout

What is the OSHA standard for control of hazardous energy sources?

The OSHA standard for *The Control of Hazardous Energy (Lockout/Tagout)*, Title 29 Code of Federal Regulations (CFR) Part 1910.147, addresses the practices and procedures necessary to disable machinery or equipment, thereby preventing the release of hazardous energy while employees perform servicing and maintenance activities. The standard outlines measures for controlling hazardous energies—electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and other energy sources.

In addition, 29 CFR 1910.333 sets forth requirements to protect employees working on electric circuits and equipment. This section requires workers to use safe work practices, including lockout and tagging procedures. These provisions apply when employees are exposed to electrical hazards while working on, near, or with conductors or systems that use electric energy.

Why is controlling hazardous energy sources important?

Employees servicing or maintaining machines or equipment may be exposed to serious physical harm or death if hazardous energy is not properly controlled. Craft workers, machine operators, and laborers are among the 3 million workers who service equipment and face the greatest risk. Compliance with the lockout/tagout standard prevents an estimated 120 fatalities and 50,000 injuries each year. Workers injured on the job from exposure to hazardous energy lose an average of 24 workdays for recuperation.

How can you protect workers?

The lockout/tagout standard establishes the employer's responsibility to protect employees from hazardous energy sources on machines and equipment during service and maintenance.

The standard gives each employer the flexibility to develop an energy control program suited to the needs of the particular workplace and the types of machines and equipment being maintained or serviced. This is generally done by affixing the appropriate lockout or tagout devices to energy-isolating devices and by deenergizing machines and equipment. The standard outlines the steps required to do this.

What do employees need to know?

Employees need to be trained to ensure that they know, understand, and follow the applicable provisions of the hazardous energy control procedures. The training must cover at least three areas: aspects of the employer's energy control program; elements of the energy control procedure relevant to the employee's duties or assignment; and the various requirements of the OSHA standards related to lockout/tagout.

What must employers do to protect employees?

The standards establish requirements that employers must follow when employees are exposed to hazardous energy while servicing and maintaining equipment and machinery. Some of the most critical requirements from these standards are outlined below:

- Develop, implement, and enforce an energy control program.
- Use lockout devices for equipment that can be locked out. Tagout devices may be used in lieu of lockout devices only if the tagout program provides employee protection equivalent to that provided through a lockout program.
- Ensure that new or overhauled equipment is capable of being locked out.
- Develop, implement, and enforce an effective tagout program if machines or equipment are not capable of being locked out.

- Develop, document, implement, and enforce energy control procedures. [See the note to 29 CFR 1910.147(c)(4)(i) for an exception to the documentation requirements.]
- Use only lockout/tagout devices authorized for the particular equipment or machinery and ensure that they are durable, standardized, and substantial.
- Ensure that lockout/tagout devices identify the individual users.
- Establish a policy that permits only the employee who applied a lockout/tagout device to remove it. [See 29 CFR 1910.147(e)(3) for exception.]
- Inspect energy control procedures at least annually.
- Provide effective training as mandated for all employees covered by the standard.
- Comply with the additional energy control provisions in OSHA standards when machines or equipment must be tested or repositioned, when outside contractors work at the site, in group lockout situations, and during shift or personnel changes.

its many safety and health programs: workplace consultation, voluntary protection programs, grants, strategic partnerships, state plans, training, and education. Guidance such as OSHA's *Safety and Health Management Program Guidelines* identify elements that are critical to the development of a successful safety and health management system. This and other information are available on OSHA's website at www.osha.gov.

- For a free copy of OSHA publications, send a self-addressed mailing label to this address: OSHA Publications Office, P.O. Box 37535, Washington, DC 20013-7535; or send a request to our fax at (202) 693-2498, or call us at (202) 693-1888.
- To file a complaint by phone, report an emergency, or get OSHA advice, assistance, or products, contact your nearest OSHA office under the "U.S. Department of Labor" listing in your phone book, or call us toll-free at **(800) 321-OSHA (6742)**. The teletypewriter (TTY) number is (877) 889-5627.
- To file a complaint online or obtain more information on OSHA federal and state programs, visit OSHA's website.

How can you get more information?

OSHA has various publications, standards, technical assistance, and compliance tools to help you, and offers extensive assistance through

This is one in a series of informational fact sheets highlighting OSHA programs, policies, or standards. It does not impose any new compliance requirements or carry the force of legal opinion. For compliance requirements of OSHA standards or regulations, refer to *Title 29 of the Code of Federal Regulations*. This information will be made available to sensory-impaired individuals upon request. Voice phone: (202) 693-1999. See also OSHA's website at www.osha.gov.

