

POLICY GOVERNING HEALTH & SAFETY

Adopted: June 25, 2012

Revised: January 8, 2018

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I. PURPOSE

School District No. 750 is committed to providing a safe and healthy environment for students and staff. The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. Goals: The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds.
1. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
 2. It is the goal of the School Board to take appropriate action to comply with the requirements of regulatory agencies, including the MN Occupational Safety and Health Administration (MN OSHA), the Office of the State Fire Marshal (SFM), the MN Department of Health (MDH) and the MN Department of Education (MDE) to provide the optimal learning environment for students.
- B. Responsibilities: All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable.
1. For the purpose of implementing this policy, the school district shall form a Health and Safety Committee to be appointed by the superintendent. The Health and Safety Committee will be composed of employees and other individuals with specific knowledge of related issues. The Director of Buildings and Grounds is appointed as the head of the Health and Safety Committee.
 2. The Health and Safety Committee will offer recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures

for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices.

3. The Health and Safety Committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation.
4. The superintendent may request that the Health and Safety Committee established under Minnesota Statute. § 182.676 carry out all or part of the duties of the Health and Safety Committee or the Committee may consider recommendations from a separate safety consultant. The ROCORI District supports contracting with a private health and safety consultant to support these duties.
5. Staff training is supported to achieve the health and safety goals of the district.

III. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the Health and Safety Committee. Areas Programs and plans that may be considered include, but are not limited to, the following:

~~The School Board adopts and implements these health and safety programs and management plans~~

1. Asbestos
2. Fire and Life Safety
3. Employee Right-to-Know
4. Emergency Action Planning
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Minnesota Accident and Workplace Injury Reduction (MN AWAIR)
10. Infectious Waste/Bloodborne Pathogens
11. Community Right-to-Know
12. Compressed Gas Safety
13. Confined Space Entry Standard
14. Electrical Safety Work Practices
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist, Lift, Jack & Elevator Safety
21. Integrated Pest Management (IPM)

22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protective Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Under Ground/Above Ground Storage Tanks (UST/AST)
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Mock-OSHA Inspections (Management Assistance Program)
36. Powered Truck
37. Other areas determined to be appropriate by the Health and Safety Committee

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

IV. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas

that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Source: Ind. School District No. 750 and MSBA/MASA Model Policy 807