

Adopted: May 7, 1996
Revised: _____
Last Reviewed: March 15, 2016

District 77 Policy 808

808 AWAIR SAFETY PROGRAM

I. PURPOSE

The purpose of this policy is to implement a comprehensive and continuous occupational workplace accident/injury reduction program (AWAIR) for the school district.

II. GENERAL STATEMENT OF POLICY

In order to prevent accidents, to reduce personal injury and occupational illness, and to comply with safety and health standards, it is the policy of this school district to participated in the AWAIR Safety Program.

III. RESPONSIBILITY

The district Health and Safety Coordinator is responsible for overall management and administration of the AWAIR program. Each principal/supervisor is responsible for the safety and health of their building/campus area. A copy of the AWAIR program shall be available from each principal/supervisor. Questions regarding the program should be directed to the principal/supervisor.

IV. EMPLOYEE COMPLIANCE

Employees who follow safe and healthy work practices will have this fact recognized and documented on their performance reviews. Employees who are unaware of correct safety and health procedures will be trained or retrained as requested by the employees's principal/supervisor.

Willful violations of safe work practices may result in disciplinary action in accordance with school district policies.

V. COMMUNICATION

Matters concerning occupational safety and health will be communicated to employees by written documentation, staff meetings, formal and informal training and posting.

Communication from employees to their building safety committee representative, or supervisors and/or safety coordinator about unsafe or unhealthy conditions is encouraged and may be verbal or written, as the employee chooses.

NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING HAZARDS OR POTENTIAL HAZARDS OR FOR MAKING SAFETY SUGGESTIONS.

The results of the investigation of any employee safety suggestion or report of hazard will be distributed to the affected employee and the supervising principal. A copy will be kept for public review in the Health and Safety Coordinator's office.

VI. INSPECTIONS

The Health and Safety Coordinator will conduct periodic inspections to identify unsafe work conditions and practice:

- A. Periodically in all affected work areas; and
- B. Whenever new substances, processes, procedures or equipment are introduced into the workplace that represent a new occupational safety and health hazard; and
- C. Whenever the Health and Safety Coordinator is made aware of a new or previous unrecognized hazard.

The **School Building Safety Checklist** form shall be used to develop and document these inspections.

VII. INJURY AND ILLNESS INVESTIGATION

Occupational injuries and illness will be investigated in accordance with established procedures and documented.

VIII. CORRECTION OF UNSAFE OR UNHEALTHY CONDITIONS

Whenever an unsafe or unhealthy condition, practice, or procedure is observed, discovered, or reported, the Health and Safety Coordinator or designee will take appropriate corrective measures in a timely manner based upon the severity of the hazard.

Employees will be informed of the hazard and interim protective measures taken until the hazard is corrected.

Employees may not enter a Restricted Area without appropriate protective equipment, training, and the prior specific approval of the Health and Safety Coordinator or designee.

IX. TRAINING

- A. The Health and Safety Coordinator or designee shall assure that supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

- B. Principals/supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions with regard to hazards unique to any job assignment.

This training shall be provided as outlined by Minnesota and the U.S. Occupational Safety Health Administration Standards for:

<u>REGULATION</u>	<u>AGENCY</u>
Right to Know	Minnesota Department of Health Minnesota O.S.H.A.
Infection Agents/Bloodborne /Pathogens	Minnesota Department of Labor Industry Minnesota O.S.H.A.
Chemical Hygiene/Lab Safety	Minnesota Department of Health Minnesota O.S.H.A.
Lock Out-Tag Out	Minnesota Department of Labor Minnesota O.S.H.A.
Accidents, Injury Log	Minnesota Department of Labor Minnesota O.S.H.A.
Confined Spaces	Minnesota Department of Labor Minnesota O.S.H.A.
Compressed Gas	Minnesota Department of Labor
Respiratory Protection	Minnesota Department of Labor
Hearing Conservation	Minnesota Department of Labor
AHERA	U.S. EPA Region V Minnesota Department of Education Minnesota Department of Health
NESHAP	U.S. EPA Region V Minnesota Pollution Control Agency (Air Quality Division)
Lead	U.S. EPA Minnesota Department of Health

Clean Indoor Air Act Smoking Policies	Minnesota Department of Health
Radon	U.S. EPA Region V Minnesota Department of Health
<u>REGULATION</u>	<u>AGENCY</u>
Backflow Preventers	Minnesota Department of Health
Underground Storage Tanks	Minnesota Pollution Control Agency
Hazardous Waste	Minnesota Pollution Control Agency
Polychlorinated Biphenyls	U.S. EPA Region V Minnesota Pollution Control Agency
Community Right To Know Emergency Planning	Minnesota Department of Public Safety
Fire Protection	Minnesota Department of Public Safety State Fire Marshall
America Disabilities Act	Minnesota Council on Disabilities
Pesticide/Herbicide	Minnesota Department of Agriculture
Recycling	Minnesota Office Waste management
Playground Safety	U.S. Consumer Product Safety Commission
Disposal of Florescent Light and High Intensity Lamps	Minnesota Pollution Control Agency

The required training is provided:

1. To all identified employees and those given new job assignments for which training has not previously been received.
2. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard; and
3. Whenever the employer is made aware of a new or previously unrecognized hazard.

When a principal/supervisor is unable to provide the required training, he/she should request such training be given to the employee by the Health and Safety Coordinator or designee.

X. RECORDKEEPING

The Health and Safety Coordinator or designee shall keep records of **INSPECTIONS**, including the name of the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained in the office of the Health and Safety Coordinator for three (3) years.

XI. DISTRICT SAFETY COMMITTEE

The District Safety Committee shall meet on a quarterly basis. Safety Committee members shall be made up of representatives from each district building. Each safety representative shall facilitate two way communication by being recognized and serving as their building's employee contact for relaying safety concerns to the District Safety Committee and by sharing information generated by the safety committee to staff via individual building staff meetings.

Legal References: None

Cross References: None