

I. PURPOSE

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. The School District is committed to the health and safety of staff, students, and the community. The district shall develop and implement a health and safety program to provide a healthy and safe learning environment; help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain health and safety programs; to establish written procedures for the identification and management of hazards; to train district staff on safe work practices, and to comply with federal, state, and local health and safety environmental laws, rules, and regulations. The District Health & Safety Policy and proposed expenditures will be approved annually by the School Board.
- B. The Director of Facilities and Safety, in collaboration with the Director of Student Support Services shall be responsible for developing district health and safety programs, which are collaboratively implemented with the Site Administrator. Programs are available for viewing in the Facilities and Safety Department in the Administrative Services Center.
- C. 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. The school district will form a health and safety committee at each district facility as per federal and state regulatory guidelines. The committee will provide recommendations to the administration regarding plans and procedures for identifying and controlling hazards as identified in this policy. In addition, the committee will review accident reports to help identify hazard areas, and provide recommendations to administration for the purpose of preventing re-occurrence of a similar incident.

II. PROCEDURES

- A. Based on the district health and safety policy and budget adopted by the school board, administration will implement plans and procedures for identification and management of hazards existing within the school district in accordance with

federal, state, and local health and safety environmental laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the Facilities and Safety Department annually or as needed to maintain compliance.

- B. To the extent that federal, state, and local health and safety environmental laws, rules, and regulations do not exist for management of hazards, the district may adopt best practice recommendations. Best practices adopted will be proven actions through experience that have proven to lead to positive outcomes.
- C. The district will monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. General areas of emphasis for the district Health and Safety Program include but are not limited to:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Lighting
 - 4. Structural Safety
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know
 - 12. Compressed Gas Safety
 - 13. Confined Space Standard
 - 14. Electrical Safety
 - 15. First Aid/CPR/AED
 - 16. Forklift Safety
 - 17. Hazardous Waste
 - 18. Hearing Conservation
 - 19. Hoist/Lift/Elevator Safety
 - 20. Integrated Pest Management
 - 21. Laboratory Safety Standard/Chemical Hygiene Plan

22. Lead
 23. Control of Hazardous Energy Sources (Lockout/Tagout)
 24. Machine Guarding
 25. Mercury
 26. Personal Protection Equipment (PPE)
 27. Playground Safety
 28. Radon
 29. Respiratory Protection
 30. Underground and Above Ground Storage Tanks
 31. Welding/Cutting/Brazing
 32. Chlorine
 33. Ladder/Fall Protection
 34. Bleacher Inspections
 35. Boiler Inspections
 36. Crisis Management
 37. Emergency Response Procedures
 38. Fire Prevention
 39. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
 40. Other areas determined to be appropriate by the Facilities and Safety Department
- B. The administration shall to the extent practicable establish procedures to ensure that all employees are properly trained in job procedures, crisis response duties, and emergency response actions where exposure to potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills as required by federal, state, and local health and safety environmental laws, rules, and regulations. Any unsafe conditions or practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or practice.
- D. Employees are strongly encouraged to report hazards or potentially unsafe working conditions to administration as soon as possible. Employees will not be retaliated against for reporting hazards or unsafe working conditions or practices.

- E. The district participates in annual Mock OSHA inspections for all district facilities to identify potentially unsafe hazards, conditions or practices. Deficiencies identified during the inspections are corrected as soon as possible.

- F. In the event of an accident or a near miss, the district shall conduct an investigation to determine the cause of the incident and take any actions to try to prevent similar accidents in the future. All accidents and near misses must be immediately reported to an immediate supervisor as soon as possible and a first report of injury form will be completed. Health and Safety Committees at each building are also responsible for reviewing all injuries in their building to identify and discuss the injury to determine if changes can be made to prevent reoccurrence.

V. BUDGET

The school board shall annually review the projected revenues and expenditures for this program and approve the recommendations by administration for any necessary adjustments within the expenditure budget to carry out the program. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget adopted by the school board.

V. ENFORCEMENT

Enforcement of this policy is necessary in order to achieve the goals of the district's health and safety program. Affected school district employees will receive training and periodic reviews of safety practices and procedures that affect their job duties. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Adopted: 6/12/2012

Revised: 12/9/2019