



MANKATO AREA PUBLIC SCHOOLS

# DISTRICT EMPLOYEE



# GUIDE

 <p>MANKATO AREA PUBLIC SCHOOLS FACILITIES &amp; SAFETY DEPARTMENT 507 345 5311</p>	ORIGINATED:	11/03/08
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## **A.W.A.I.R. SAFETY PROGRAM A WORKPLACE ACCIDENT & INJURY REDUCTION**

Mankato Area Public Schools is committed to Health & Safety as an essential part of the school environment. The District will provide staff with training and protective equipment necessary to perform tasks safely.

### **1. A.W.A.I.R. SAFETY COMPONENTS**

**Safety Committees:** Every site has an appointed safety representative that attends District Safety meetings. High hazard ergonomic committees are formed to deal with safety related issues specific to the Special Education, Food Service, Secretarial, Custodial and Maintenance Departments.

- Site Emergency Crisis Teams deal with site emergency response procedures, drills, etc.
- Site CPI Teams deal with Special Education student behavioral issues.
- Site First Aid Teams respond to first aid emergencies.
- District Emergency Procedures Manual and Quick Reference "Hard Cards" are readily available.
- Employee health and safety concerns or hazards can be expressed in writing and forwarded to the site Safety Representative or the District Facilities Office.

### ***STAFF RESPONSIBILITIES***

The A.W.A.I.R. safety program encompasses all areas within Mankato Area Public Schools. Staff are expected to follow safety policies and procedures set by Mankato Area Public Schools, safety committees and School Board. Staff are also encouraged to participate in developing and revising policies and procedures to improve safety. The District Director of Facilities is the designated Safety Manager for the District and can be reached at 345-5311. District employees are responsible for following all applicable health and safety policies and procedures set by District 77. Failure to do so could result in disciplinary action and possible termination.

### ***A.W.A.I.R. PROGRAM - POLICY 904.04***

Policy 904.04 describes how school safety is addressed. Following the guidelines set by MN OSHA, the policy is broken down into 8 sections:

- Responsibility
- Communications
- Investigations
- Training
- Employee Compliance
- Inspections
- Corrective Action
- Safety Committees

## **2. SCHOOL SAFETY**

There are several ways that school safety is monitored and evaluated. The District Safety Committee and Director of Facilities is responsible for the scheduling and corrective actions related to the following inspections:

- MDE Annual Inspections
- MN State Fire Marshal Inspections
- Workers' Compensation Insurance Inspections
- Workers' Compensation Annual Injury & Illness Rates
- Liability Insurance Inspections
- Periodic OSHA Consultation Visits
- Liability Insurance Experience Modifier

## **3. INJURY AND ILLNESS PREVENTION**

Mankato Area Public Schools believes strongly that injury and illness prevention is a high priority. The District Safety Committee wants to ensure that you are working in safe environments and following all policies and procedures in order to perform your job safely.

## **4. EMPLOYEE INJURIES AND WORKERS' COMPENSATION FIRST REPORT OF INJURY AND SUPERVISORS' REPORT**

In the event there is an employee incident, you will complete an Employee First Report of Injury (FROI) form. This form can be obtained from your site main office secretary. Send completed forms to District Facilities Office within 24 hours. The corresponding Supervisor's report should be completed by the employee's direct Supervisor.

## **5. PUPIL INJURIES**

Risk Management is responsible for student safety. Injuries involving students must be reported to the Health Services Dept. in their building, complete a report of injury with the Health Assistant, submitted to their site Principal or Director for review and signature and then submitted to the District Facilities Office for review.

## **6. OSHA 300 LOG - RECORDING**

Mankato Area Public Schools keeps record of all employee illnesses and injuries that happen at work. District Facilities Office tracks this information on the OSHA 300 Log. This information is posted annually at each site staff lounge for review. The District Safety Committee reviews the annual and 10-year summary of injuries and illnesses to look at possible trends and future prevention.

## **7. EMPLOYEE'S RIGHTS - OSHA & STATE POSTERS**

Employee Rights OSHA and State Posters (a group of 8 to 10 posters) are located in the employee lounge at each site.

## 8. ACCESSIBILITY COMMITTEE

This committee identifies priorities and recommends physical building projects that provide students and staff with access to school services.

## 9. TRANSPORTATION COMMITTEE

This committee works with issues related to bus safety, student discipline, etc. Contact the District Transportation Department at 387-3224.

## 10. DISTRICT SAFETY COMMITTEE

This committee is made up of employee Site Representatives, District Administration, Nurses, department Directors, Principals and Teachers.

## 11. BLOODBORNE PATHOGENS (PROTECTING YOURSELF FROM DISEASES IN BLOOD & BODY FLUIDS)

### *Protect Yourself:*

1. Instruct the injured person in **Self Care** whenever possible. Do not care for a bleeding injury in which the person could care for themselves.
2. Send another person for help and/or to call 911.
3. Provide First Aid Safely. If you must touch body fluid, use gloves and other barriers as appropriate to the situation.
4. Use "Universal Precautions". Treat all blood and body fluids as if contaminated.

*Use Approved Blood Cleanup Procedures: Call your building Custodian for cleanup of any body fluids.*

*If you must clean up body fluids or blood, follow these directions:*

1. Protect yourself, use gloves, isolate the area.
2. Remove body fluids safely. Soak up liquids with disposable towels.
3. Clean area with soap and water and disposable towels. Rinse.
4. Disinfect with approved disinfectant - Air Dry.
5. Dispose of all materials in plastic trash bag, seal. Place in dumpster.
6. Wash your hands with soap and water.

### *An Exposure Incident:*

1. An exposure incident is defined as specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with human blood or OPIM. Examples of exposure incidents include: needlestick, splash/spatter to the mucous membranes of the face or, other incidents that involve contact between blood or OPIM and non-intact skin (cuts, scratches, chapped skin, etc.).
2. If an Exposure Occurs:
  - Immediately wash exposed area with soap and running water OR
  - Flush mucous membrane with running water **AND**
  - Report the exposure immediately to your supervisor
  - Complete a "First Report of Injury" (FROI) form for staff
  - Complete a "Student Exposure Incident" form for students



## 12. HEPATITIS B VACCINE

Employees\*\* who provide or have the potential to provide first aid, healthcare or are required to clean up blood or other potentially infectious material (OPIM) as an auxiliary component of their responsibilities will be offered the Hepatitis B vaccine. Employees may consent or decline the vaccine, but there is the option to accept at any time. Please contact the District Director of Facilities Office for more information at 345-5311 (\*\* Elementary Administrative Assistants, Custodians, Athletic Trainers, Coaches, PE Staff, Spec Education Instructors and Assistants, Special Education Paraprofessionals, Lifeguards, Playground Supervisors, ECFE-ECSE-Daycare Staff, Nurses and Health Assistants).

## 13. EMPLOYEE RIGHT-TO-KNOW

The Minnesota Employee Right-To-Know Act of 1983 and the Federal Hazard Communication Act of 1986 were adopted to ensure that employee's know how to work safely with hazardous chemicals in the workplace.

### *How Does the Right-To-Know Affect me?*

Mankato Area Public Schools has conducted a survey to determine where chemical hazards are present and as to which employees are anticipated to have routine exposure to such chemicals. Once the determination has been made, steps are taken to provide employees with information and training on how to work safely with these materials. Departments included: Art, Tech Education, Science, Food Service and Custodial & Maintenance.

### *What is a Safety Data Sheet (SDS)?*

A Safety Data Sheet is a system of identifying properties and characteristics of a certain chemical or product to enable the end user to work knowledgeably with the product. The SDS will give you the information needed to work safely with that product. SDS binders are located in the specific department in which the chemical is used. If you notice you do not have an SDS for a specific product in your area, please contact the District Facilities Office at 345-5311.

### *Product Labeling*

All containers with hazardous chemical substances must be labeled with the name of the chemical or product, signal words, hazard statements, precautionary statements and applicable pictograms and the supplier identification. Any employee who finds a container not labeled should label the container with the correct label or contact their supervisor.

## 14. FIRE SAFETY

If you are going to extinguish a fire, remember the following procedure **PASS**.

### ***PULL . . . AIM . . . SQUEEZE . . . SWEEP***

1. Be sure to know where all your fire exits are located, primary and secondary.
2. Do not store anything closer than 24" from any ceiling.
3. Do not block any hallway that is used as a fire exit.
4. Do not block any door that is a fire exit.
5. Do not tamper with fire doors or emergency exits.
6. Know the posted fire evacuation route for your area.
7. Be sure to read your site "Emergency Procedure Hard Card", which has information regarding procedures. There is also a section in the District Emergency Procedures Manual which discusses all of our policies on Life Safety.

## **15. FIRE EVACUATION**

Fire exit routes are posted in all District offices, classrooms, and common use rooms. Acquaint yourself to these safety exits.

## **16. PREVENTION FOR SLIPS, TRIPS & FALLS**

### ***Ladder Safety***

Ladders have been placed in several janitor closets at each site for your use to help prevent injuries. The door with a sticker of a ladder should store a ladder. To prevent slips, trips and falls please use a ladder when needed and place the ladder back when finished.

### ***Fall Preventions***

Weather conditions, rain and snow, can cause slipping hazards. Report any wet floor areas inside to the Custodian for proper clean up. Report any potential slipping hazards outside when there is snow and ice.

### ***Prevent Trip and Fall Hazards***

- Remove tripping hazards by putting them in their proper place (i.e.: paper, boxes, books, clothes, toys, shoes, garbage).
- Remove debris from entries and walkways.
- Never stand on a chair, table or surface with wheels.
- Stay off freshly mopped floors.
- Clean up spills immediately.
- Wear shoes or boots with slip resistant soles.
- Secure electrical and phone cords out of traffic areas.
- When carrying many items, consider using a cart so you have full view of your walking area.

## **17. LIFTING SAFELY**

District 77 encourages staff to use the following guidelines when lifting objects, boxes, etc.

1. First consider the weight of the object moved. You may need a cart to move the object or it could also be a two person lift.
2. Consider the distance you need to carry the object.
3. Know your limit of weight. If you can lift it . . . bend at the knees and squat down.
4. Get a firm grip of the object before lifting, keeping object close to your body.
5. Slowly begin straightening your legs, lifting slowly.
6. Never twist your body during the lift. Move your feet, keeping the object close to your body.
7. If heavy, consider dividing the load into 2 different carries.

## 18. GENERAL SAFETY TIPS

The following are several general tips for preventing illnesses and injuries on the job.

1. Comply with all safety policies and procedures.
2. Report hazardous conditions to your Supervisor, Safety Representative, Principal, and the Director of Facilities.
3. Report any job-related injury or illness to your Supervisor, Principal or Director.
4. Be sure you understand all necessary safety measures before you start to work. If the training is unclear, ask again.
5. If personal protective equipment (PPE) is required, wear them consistently and maintain them properly. If guards are required on equipment, make sure they are in place.
6. Don't take shortcuts. Follow safety and health instructions completely.
7. Follow hazard warnings on chemicals you use. Obtain further information from the Safety Data Sheets on hazardous chemicals.
8. Ask about emergency procedures and be prepared to follow them in the event of a chemical spill, fire or other emergencies covered in your site emergency procedure manual.
9. Remember to wash your hands often, using soap.

## 19. SEVERE WEATHER SAFETY

1. **WATCH:** A severe thunderstorm or tornado watch means that conditions are favorable for severe weather or a tornado. Staff is to follow procedures listed in the District Emergency Procedures "Hard Card".
2. **WARNING:** A severe thunderstorm or tornado warning means that severe weather has been spotted on radar or a tornado has been sighted in the area. Take Shelter! Remember - tornados may accompany severe thunderstorm activity.
3. Be familiar with your site Emergency Procedure Manual, which gives detailed instructions as to procedures to follow during a severe weather warning or actual tornado.
4. Be familiar with severe weather shelter areas for your site. Evacuation and shelters are posted in all District classrooms.
5. Review school specific evacuation plans in the event of an evacuation.
6. Remember the safety of our visitors and volunteers, as well as, staff and students.

## 20. ANNUAL SAFETY DRILLS

The following number of drills are required to be held each year.

Drill Number	Type
5	Fire Drills
5	Building Lockdowns
1	Emergency Team Drill (E-Team)
1	Tornado Drill - April
1	First Aid Team Drill
1	Crisis Prevention Intervention
1	Pool Emergency
1	Threat Assessment Team



## 21. EMERGENCY PROCEDURES “HARD CARD”

Mankato Area Public Schools has several [emergency](#) all calls in which staff need to be aware. Listed below are the calls and what they mean. The HARD CARD contains an abbreviated response for many emergency events and is available to all employees and can be obtained by contacting the site office secretary or the District Facilities Office.

- First Aid Emergency: An individual is in need of First Aid or CPR. Location of incident will be identified.
- Fire Horns Sounding: Fire or fire drill, all staff and students must respond and participate in the evacuation. Refer to your Emergency Hard Card for action sequence.
- CPI Emergency Team: An out-of-control student is in need of trained assistance.
- Bomb Threat: See Emergency Hard Card distributed by site administration.
- Lock Down: See Emergency Hard Card, an immediate threat to life or property.
- Tornado Watch: Conditions are favorable for a tornado. Watch conditions and follow administrations instructions.
- Tornado Warning: A tornado has been sighted in the area.  
**REPORT TO A DESIGNATED SHELTER NOW!**

## 22. WHO TO CONTACT

There are several resources to contact for safety information at Mankato Area Public Schools:

- Director of Facilities                      Phone: 345-5311
- Site Principal/Director                      Phone:
- Site Safety Representative                      Phone:
- Site Head Custodian                      Phone:
- District Transportation Dept.                      Phone: 387-3224

## 23. REPORTING A SAFETY OR HEALTH HAZARD

Employees can report safety or health hazards or concerns to their site Safety Representative or the District Facilities Office. We request that your concerns be expressed in writing.

## 24. INDOOR AIR QUALITY

Buildings not only need to be clean, dry, tempered and lighted but ventilated. Each building occupant is required to receive 15 cubic fresh air each minute. To ensure this provision, building maintenance schedules periodic air handler equipment cleaning, calibration, and routine filter changes.

## 25. ANIMALS IN CLASSROOMS

Prior to admitting animals into classrooms, please consult the School Nurse or Health Assistant about specific student allergies or sensitivities (data privacy laws will need to be complied with). Animals visiting the classroom are discouraged. For health issues related to this guideline, please contact the site Nurse or Health Assistant.

## 26. RECYCLING

Thanks to tremendous staff and student participation, the School District covers 150 to 200 tons of recyclables annually, saving the School District thousands of dollars each year. Recovery targets are:

- Classrooms: All types of Paper
- Food Service: Glass, Plastic, Aluminum, Tin, Styrofoam
- Custodial: Cardboard
- Maintenance: Paints and Solvents
- Maintenance: Rechargeable Batteries
- Maintenance: Fluorescent Lamps

## 27. LATEX & FRAGRANCES

Our sites have been designated as "Latex Limited" and "Fragrance Aware".

**Latex Limited:** We will not have any latex gloves or latex balloons in our buildings. Gloves and balloons are sources of latex that can easily get into the air and cause allergic reactions in students and staff that are known to have a life threatening allergy to latex. Some students and staff have a potential allergy also to latex based products.

**Fragrance Aware:** We will try to have a fragrance and scent free environment. Exposure to fragrances and scents can cause some of our staff and students to experience upper respiratory irritation, asthma, headaches and other symptoms. Sources of fragrances and scents include perfume, cologne, aftershave, hairsprays, body lotions and room fresheners. All staff are encouraged to use personal products that are low odor to reduce potential allergic reactions.

## 28. DISTRICT HEALTH PROMOTIONS

The Health Promotions Committee is dedicated to providing District Staff with opportunities to engage in activities related to:

- Stress Management
- Weight Management
- Improve Physical Fitness
- Nutrition

## 29. SECURITY

Mankato Area Public Schools tries to provide a safe and secure environment for visitors, employees, students, volunteers and contractors. There are several policies and procedures related to security provided for your review in the Mankato Area Public Schools Emergency Procedures Manual located in each school main office. There are several ways to ensure security, including:

- a. Maintenance and Custodial services are available to all staff during their scheduled hours of 7:00 am to 11:00 pm, Monday through Friday.
- b. Be sure to lock up any purses and any valuables that you bring to school.
- c. Expect all visitors to report to the office when first arriving at the site.
- d. Give all visitors an identification badge tag to wear while in the building.

- e. Expect all staff to “challenge” unfamiliar people not wearing proper identification, especially those who appear to be loitering in the building during or after regular hours.
- f. Instruct all student and staff to immediately report any suspicious behavior or situations.
- g. Encourage students to use the “Buddy System” (2 or 3 in a groups) when going to and from school.
- h. Encourage staff that arrive before or after normal occupied building hours to use the “Buddy System”.
- i. Station a person at the main entrance of each high school to greet visitors and direct them to the office.
- j. Identification badges for ALL District Employees are required by policy. Lost or missing cards need to be reported immediately to the site office.

### **30. ENERGY CONSERVATION - SPACE TEMPERATURES**

65 Degrees: Gyms, Cafeterias, Tech Labs

70 Degrees: Classrooms, Auditoriums, Media Centers, Offices

75 Degrees: Locker Rooms

85 Degrees: Pools

### **31. APPLIANCES**

Coffee makers, microwaves, refrigerators are limited to Staff Lounges ONLY. These appliances must have a three prong plug and must be directly plugged into the wall receptacle.

### **32. SCHOOL CLOSINGS**

When the winter weather is in question, the School Districts [Help Line 386-4777](tel:386-4777) is available to call for information. School closing and early dismissal notices will be broadcast on the following radio and television stations: KTOE-KDOG, KEEZ-FM, KYSM-KSLP, KMSU, WCCO, KRBI, KXAC/KRRW, KTIS, KSTP-TV, KARE 11-TV, KEYC-TV12.

### **33. POISON CONTROL NUMBER**

- **EMERGENCY PHONE: 1-800-222-1222**
- **WEBSITE: [www.mnpoison.org](http://www.mnpoison.org)** The website provides poison prevention education.

### **34. EAP - EMPLOYEE ASSISTANCE PROGRAM**

Counselors with **VITAL Work Life** can help you define a strategy for dealing with stress or change. Confidential consultation is available to ISD 77 staff 24 hours a day, 7 days a week, 365 days a year.

- **CALL: 1-800-383-1908**
- **WEBSITE: [www.VITALWorkLife.com](http://www.VITALWorkLife.com)**

**35. DISTRICT 77 POLICY #413 - HARASSMENT AND VIOLENCE**

The purpose of the District Harassment and Violence Policy #413 is to maintain a learning and working environment that is free from harassment and violence. District 77 prohibits any form of religious, racial or sexual harassment and violence.

District 77 will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

Legal Reference: Minn. Stat. §121A.03, Subd.2 (Sexual, Religious and Racial Harassment and Violence Policy)

Minn. Stat. Ch.363 (Minnesota Human Rights Act)

Minn. Stat. §626.556 et seq. (Reporting of Maltreatment of Minors)

42 U.S.C. §2000e et seq. (Title VII of the Civil Rights Act)

