

## **Buildings and Sites**

### **Health and Safety Program**

#### I. Purpose

The school district will promote a safe and healthy environment for students, employees and the public, while striving for compliance with all state and federal laws, and the required guidelines established by the Minnesota Department of Education.

#### II. Policy

- A. The school district will implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter district buildings and grounds. The objective of the health and safety program is 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 district employees 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 district employees on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All employees have a responsibility for maintaining a safe and healthy environment within the district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the district will ensure each site forms a health and safety advisory committee, in compliance with state law. The guidelines for this committee can be found in Appendix I.

The advisory committee will provide 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 district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules.

#### III. District Responsibilities

- A. In accordance with this policy, the district will:
  - a. Identify potential safety hazards;

- b. Identify employee groups routinely exposed to safety hazards;
    - 1. Provide personal protective equipment for employee's routinely exposed to these safety hazards
  - c. Train employees on workplace safety;
  - d. Develop health and safety management plans for employee use;
  - e. Support a health and safety committee representing employee groups to promote workplace safety;
  - f. Provide program support with an annual health and safety management budget; and
  - g. Provide a system to maintain records for review by the public and regulatory inspectors.
- B. The district and each school site will develop an emergency management plan in consultation with local emergency response agencies that addresses prevention/mitigation, preparedness, response, and recovery from a crisis.
- C. The superintendent will develop administrative guidelines as necessary to assist in the implementation of this policy.

Legal References:

Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)  
 Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)  
 Minn. Stat. § 182.676 (Safety Committees)  
 Minn. Rules Part 5208.0010 (Applicability)  
 Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References:

Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
 Policy 806 (Emergency Management)

Policy  
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INDEPENDENT SCHOOL DISTRICT 273  
 Edina, Minnesota

Appendix I to Policy 812  
**Health and Safety Site Committee**

I. Health and Safety Site Committee Guidelines

- A. Members should be selected by their peers or their collective bargaining unit. If there are no volunteers, the employer may select representatives.
- B. The number of employee representatives on a safety and health committee shall equal or exceed the number of management representatives on the committee.
- C. Meetings should occur according to MN law, and the MN Department of Education.
- D. If an employer has a modification factor of 1.4 or greater or has a workers' comp premium rate of \$30 or more per \$100 of payroll, then Mock OSHA walkthroughs ("Safety and health surveys") should be done by the committee quarterly. If this is not the case, then these walkthroughs should be done as frequently as the committee considers necessary.
- E. The safety and health committee should have a system to collect and review suggestions from employees, make recommendations, and review work-related incidents, injuries, and deaths.

*Established:*