

807 HEALTH & SAFETY POLICY

[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. This policy has been approved by the Minnesota Department of Education.]

The subdivisions of Minn. Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]

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.

~~The Crosby-Ironton School District strives to provide a safe, healthy work and educational environment for its students, faculty, staff and volunteers. In order to help accomplish this goal, the district will institute a policy designed to build a safety culture within the district based on regulations, best practices, written plans and procedures, management and employee involvement, communication and accountability.~~

II. GENERAL STATEMENT

A. 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. 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.

B. 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. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with

specific knowledge of related issues. 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 school district staff on safe work practices. The 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. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

This policy is intended to:

- Help prevent accidents, illnesses and injuries;
- Increase safety awareness;
- Meet requirements of environmental, occupational health, and safety laws and regulations;
- Reduce liability;
- And establish safety responsibilities for members of the school community.

It is our belief that employees at every level have a responsibility for maintaining safety and occupational health within the district, and are expected to cooperate fully with the district's health and safety policies.

III. PROCEDURES

A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

III. ~~IV.~~ HEALTH AND SAFETY PROGRAM AND PLANS DESCRIPTION

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 advisory committee. Areas that may be considered include, but are not limited to, the following:

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. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
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. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
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 Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
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. Other areas determined to be appropriate by the health and safety advisory 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. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. 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.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

Our objectives for the safety program are to reduce the frequency and severity of injuries and accidents, to comply with regulations, and to provide a safe, healthful workplace.

These objectives will be achieved by:

- A. Recognizing and managing our workplace hazards and increasing safety awareness for all employees;
- B. Ensuring employee participation in the health and safety program;
- C. Instituting plans and procedures based on both regulations and best practices to monitor and control the environment in the areas of indoor air quality, asbestos containing materials, lead, radon, pesticides, fire safety and similar environmental safety and health issues;
- D. Complying with all federal, state, and local safety regulations by developing written management plans and procedures for the following potential hazards in the school district:

Asbestos	Hazardous Substance Removal and Waste
Bloodborne Pathogens	Hearing Conservation
Chemical Hygiene Plan	Hoists/Jacks/Chain Slings
Community Right to Know	Indoor Air Quality
Compressed Gas Safety	Ladder/Personnel Lift
Confined Space	Lead
Contractor Safety	Machine Guarding
Control of Hazardous Energy Sources (Lockout/Tagout program)	Personal Protective Equipment
Electrical Safety	Playground Safety
Emergency Action Plan	Radon
Employee Right to Know	Respiratory Protection
Ergonomics	Safety Committee
Fire and Life Safety	Underground Storage Tank
First Aid	Welding

- E. Ensuring that employees are properly trained and instructed in job procedures;
- F. Conducting periodic workplace inspections to identify potential hazards;
- G. Conducting accident investigations to determine the cause and what actions are necessary to prevent similar accidents; and

H. ~~Implementing a Health and Safety Committee.~~

~~IV. IMPLEMENTATION OF SAFETY PLANS AND PROCEDURE~~

A. ~~The school district will adopt and implement written plans and procedures for hazards or potential hazards existing in the district in accordance with state and federal regulations.~~

~~The school district will comply with the following rules and regulations:~~

- ~~• The Asbestos Hazard Emergency Response Act of 1986 (AHERA);~~
- ~~• All rules for hazardous substance testing, monitoring, removal and disposal from the Minnesota Department of Health and Minnesota Pollution Control Agency;~~
- ~~• All Fire and Life Safety Codes adopted by the State of Minnesota; and~~
- ~~• All employee safety and child labor rules and regulations adopted by the Minnesota Department of Labor and Industry.~~

B. ~~Where prescriptive state or federal regulations do not exist for hazards or potential hazards existing in the district, the school district will evaluate published and generally accepted discretionary recommendations in the form of best practices, and adopt or promote those that are applicable and feasible to implement. Best practices are techniques or actions which through either experience or research, have consistently proven to lead to specific positive outcomes.~~

~~The school district will adopt and implement best practices in the following areas:~~

- ~~• Monitoring and maintaining building indoor air quality (IAQ) as published in the Environmental Protection Agency's "Tools for Schools" and the Minnesota Department of Health's "Recommended Best Practices for Mold Remediation in Minnesota Schools."~~
- ~~• Monitoring and maintaining playground safety using recommendations published by the Consumer Product Safety Commission, the National Program for Playground Safety and ASTM 1457.~~

C. ~~The school district will monitor and comply with new or changed rules and regulations, and/or best practices to control potential hazards as needed.~~

~~V. RESPONSIBILITIES AND PARTICIPATION~~

~~To assure the success of the program and to promote a safe and healthful working environment, administration, supervisors, and employees must accept responsibility for implementing and participating in the health and safety program.~~

- A. — ~~Administration: Responsible for the development, implementation, and maintenance of the health and safety program. Responsibilities include:~~
- ~~1. — Assign safety responsibility to all employees;~~
 - ~~2. — Designate an employee as the Safety Coordinator for the district;~~
 - ~~3. — Allocate resources to support health and safety programs;~~
 - ~~4. — Adopt a safety budget;~~
 - ~~5. — Support safety efforts by setting an example and participating in safety activities/drills and training; and~~
 - ~~6. — Evaluate the health and safety programs on an annual basis.~~
- B. — ~~Supervisors: The “core” of the safety program, and are responsible for overall safety of the specific operations. Responsibilities include:~~
- ~~1. — Support safety efforts by setting an example and participating in safety activities and training;~~
 - ~~2. — Conduct or arrange safety training for employees;~~
 - ~~3. — Conduct or arrange safety inspections and/or drills;~~
 - ~~4. — Recognize good work habits; and~~
 - ~~5. — Participate in accident investigations.~~
- C. ~~Employees: Responsible for day to day activities. Responsibilities include:~~
- ~~1. — Become familiar with and follow all general safety rules;~~
 - ~~2. — Become familiar with and follow all department specific safety rules;~~
 - ~~3. — Report work related accidents and injuries to the business office in writing;~~
 - ~~4. — Participate in all safety drills;~~
 - ~~5. — Notify the supervisor of unsafe conditions; and~~
 - ~~6. — Cooperate with all aspects of the health and safety program.~~

~~VI. IDENTIFICATION, ANALYSIS, AND CONTROL OF WORKPLACE HAZARDS~~

- A. — ~~Workplace hazards will be identified through:~~
- ~~1. — Reviewing accident records;~~
 - ~~2. — Reviewing first reports of injury;~~
 - ~~3. — Reviewing the OSHA 300 log;~~
 - ~~4. — Conducting periodic safety inspections; and~~
 - ~~5. — Hazard reports submitted by employees.~~
- B. — ~~Supervisors will be responsible for reporting identified hazards to the Safety Coordinator. The Coordinator will document the identified hazard and the corrective action.~~

~~C. Safety inspections can help identify unsafe conditions and unsafe practices that may lead to accidents. The safety committee, supervisors, insurance agents, consultants, and/or the safety coordinator may perform inspections. Periodic inspections will be conducted to identify unsafe work conditions and practice:~~

- ~~1. Informal inspections on a daily basis by an employee in each work area;~~
- ~~2. Whenever new substances, processes, procedures or equipment are introduced into the workplace that represent a new occupational safety and health hazard; and~~
- ~~3. Whenever a new or previously unrecognized hazard is reported.~~

~~D. After hazards have been identified, the following measures will be taken, in this order, to eliminate or control the hazards:~~

- ~~1. Engineering Controls. Which may include replacing damaged equipment, using a different piece of equipment or making modifications to facilities;~~
- ~~2. Administrative Controls. Which may include limiting employee exposure, new written policies, or training; and~~
- ~~3. Personal Protective Equipment. Will be provided when engineering or administrative controls do not eliminate an identified hazard. Employees will receive training on proper use.~~

~~VII. PROGRAM EVALUATION~~

~~Measurement of district's on-going participation and support of the health and safety policy and procedures will be demonstrated by the following:~~

- ~~A. Overall employee knowledge of the health and safety program;~~
- ~~B. A functional health and safety committee; and~~
- ~~C. A system that allows employees to report hazards and be assured that the identified hazard will be investigated and controlled.~~
- ~~D. Changes in the District's accident, injury and illness rates, and experience modification factor.~~

~~VIII. COMMUNICATION~~

~~The health and safety policy, plans and procedures (collectively known as the health and safety program) will be communicated to all affected employees in the following ways:~~

- ~~A. Every employee will have access to the health and safety policy for review;~~
- ~~B. Safety information will be communicated through one-to-one safety contacts, safety meetings, posters, and/or bulletin boards, safety committee minutes; and~~

~~C. Periodic training and practice drills. All employees will receive periodic reviews of safety practices and procedures, with special attention to the programs that directly affect the employee's job duties. Employees are expected to participate in practice drills for fire and life safety and security.~~

~~Communication from employees regarding unsafe or unhealthy working conditions is encouraged and may be verbal or written. No employee will be retaliated against for reporting hazards or potential hazards or for making safety suggestions.~~

~~IX. GENERAL SAFETY RULES~~

~~The following general rules are intended to be used in all situations to help prevent accidents, and to help maintain a safe work environment. Employees will receive training on the task specific rules that apply to their job duties. It is expected that all employees will comply with these rules:~~

- ~~A. Report all work related injuries and accidents to the business office in writing.~~
- ~~C. Any misuse or destruction of equipment, including safety or emergency equipment is prohibited.~~
- ~~D. Observe and obey all warning signs. They exist for your protection.~~
- ~~E. Wear proper personal protective equipment required for the work area or task you are performing.~~
- ~~F. Maintain a clean and orderly workplace. "Good Housekeeping" throughout the school is of utmost importance.~~
- ~~G. Be aware of the specific hazards of your work area and become familiar with the methods used to reduce your exposure to these hazards.~~
- ~~H. Inspect equipment before using.~~
- ~~I. Never operate any machine or other piece of moving equipment unless you have been trained and authorized to use this equipment.~~

~~X. ACCIDENT REPORTS~~

- ~~A. Responsibilities~~
 - ~~1. Employees~~

a. ~~— All work related injuries and accidents are to be reported to business office as soon as possible.~~

2. Supervisors

a. ~~— Secure care for the injured.~~

b. ~~— Take control at the accident scene. Do not restart equipment involved in an accident until it has been inspected and is safe to operate.~~

c. ~~— Assist in the accident investigation.~~

d. ~~— Report accident to management.~~

3. Business Office

a. ~~— Ensure that a First Report of Injury form is completed.~~

b. ~~— Ensure that accident reports are reviewed, and that an investigation takes place.~~

c. ~~— Notify Minnesota OSHA in the event of a work related fatality or catastrophe (where three or more employees are hospitalized). Said notification must be made within 8 hours of learning of the event.~~

~~XI. ACCIDENT INVESTIGATION~~

~~Accident investigation is an important part of an effective safety program. The purpose of an investigation is not to place blame, but rather to determine what caused the accident. The Safety Coordinator will investigate all accidents. The following will occur after an accident has occurred:~~

~~A. — The Safety Coordinator will review and take any needed corrective action;~~

~~C. — All work related injuries and illnesses (other than those requiring "first aid treatment" only) will be recorded on the OSHA 300 log; and~~

~~D. — An investigation will take place to determine the causes, and any necessary corrective action.~~

~~XII. 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.~~

~~Enforcement of the district's safety policies is critical if an effective health and safety program is to be achieved. Employees who are unaware of correct safety and health procedures will be trained or retrained as requested by the employee's principal/supervisor. Willful violations of safe work practices may result in disciplinary action in accordance with school district policies.~~

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:

MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

~~121A.035 CRISIS MANAGEMENT POLICY.
123B.56 HEALTH, SAFETY AND ENVIRONMENTAL
MANAGEMENT.
123B.57 CAPITAL EXPENDITURE; HEALTH AND SAFETY.
182.655 OCCUPATIONAL SAFETY AND HEALTH STANDARDS.
182.653 RIGHTS AND DUTIES OF EMPLOYERS.
182.676 SAFETY COMMITTEES.
29 CFR 1910
MN Rules, Chapters 5205, 5207, 5208, 5210 & 5215
40 CFR 763, Part E~~

Cross References:

~~Policy 403~~
MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)