



## 807 HEALTH AND SAFETY

### I. PURPOSE

The purpose of this policy is to ensure the school district identifies health and safety projects that promote health and safety, reduce injuries, and comply with all applicable state and federal laws and regulations. ~~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 will identify health and safety projects that protect employees, students, volunteers, and the public on district property. Health and safety projects will:
1. Provide a safe and healthy learning environment;
  2. Increase safety awareness;
  3. Prevent accidents, illnesses, and injuries;
  4. Reduce liability;
  5. Assign staff responsibilities for implementing and maintaining health and safety projects;
  6. Establish written plans to identify and manage hazards;
  7. Train staff on safe work practices; and
  8. Comply with all health, safety, environmental, and occupational laws and regulations.
- B. All employees share responsibility for maintaining a safe and healthy environment and are expected to follow all established health and safety procedures. ~~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. ¶¶~~
- 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. For the purpose of implementing this policy, the school district shall 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 Minnesota Statutes, section . 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 Minnesota Statutes, section § 182.676.~~

### III. PROCEDURES

- A. Based on the district's Long-Term Facility Maintenance (LTFM) Ten-Year Plan, and within the school board approved budget, administration will implement projects that identify and manage hazards in compliance with all applicable laws. The district's LTFM ten-year plan will be updated, maintained, and reviewed **and approved** annually ~~and will be included as an addendum to this policy~~. A contact person will be assigned to oversee the district's LTFM ten-year plan. ~~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. When laws or regulations do not address specific hazards, the administration will review other resources and best practices which are defined as proven techniques that lead to positive outcomes ~~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 will monitor and make good-faith efforts to comply with new or amended laws or regulations related to hazard control ~~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.~~

#### IV. IMPLEMENTATION OF PROJECTS ~~OGRAM~~ AND PLANS

A. Within budget limitations, the administration will implement health and safety projects. Areas that may be considered include, but are not limited to, the following:~~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)
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. Cardiac Emergency Response
17. Food Safety Inspection
18. Forklift Safety
19. Hazardous Waste

20. Hearing Conservation
21. Hoist/Lift/Elevator Safety
22. Integrated Pest Management
23. Laboratory Safety Standard/Chemical Hygiene Plan
24. Lead
25. Control of Hazardous Energy Sources (Lockout/Tagout)
26. Machine Guarding
27. Safety Committee
28. Personal Protection Equipment (PPE)
29. Playground Safety
30. Radon
31. Respiratory Protection
32. Underground and Above Ground Storage Tanks
33. Welding/Cutting/Brazing
34. Fall Protection
35. EPA Hazardous Air Pollutant Standards for School Generators
36. Any other areas deemed appropriate ~~Other areas determined to be appropriate by the health and safety advisory committee.~~

~~If a risk is not present in the school district, no plan for that area is required. 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. Administration will ensure employees receive appropriate training in crisis response, and emergency actions when exposure to hazards is possible. ~~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. Administration will conduct or arrange safety inspections and drills. Identified hazards or unsafe conditions will be documented, and corrective action will be taken when practicable. ~~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. Employees are encouraged to report hazards or unsafe conditions verbally or in writing. No retaliation will occur for such reports.~~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. Administration will conduct periodic workplace inspections to identify hazards.~~The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns~~
- F. All accidents and near misses must be reported to a supervisor immediately. The school district will promptly investigate incidents to determine the cause and prevent recurrence.~~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

- A. The superintendent is responsible for creating procedures to ensure that the school district complies with Minnesota Statutes, section 182.676(a) regarding the establishment of safety committees and with all requirements of the Health and Safety Data Submission System used for long-term facilities maintenance revenue (LTFM).
- B. The superintendent or designee shall ensure that the school board annually reviews all health and safety projects included in the district's LTFM ten-year plan, including current written plan requirements and any recommended new requirements.
- C. Each year, the superintendent or designee shall prepare preliminary revenue and expenditure budgets for the district's LTFM ten-year plan. These budgets must include any written explanations needed for clear understanding by the school board and the public.
- D. The superintendent or designee shall review projected revenues and expenditures and may recommend budget adjustments necessary to support the current LTFM plan or implement new recommendations, provided the adjustments remain within projected and appropriated revenues.
- E. The district must comply with requirements of the Health and Safety Data Submission System by entering project estimates by health and safety finance code for all projects eligible under Minnesota Statutes, section 123B.57, subdivision 6.
- F. The district's LTFM ten-year plan must be approved by both the school board and the

commissioner.

No funds may be spent on the health and safety projects until the school board adopts a budget, or a budget amendment authorizing the expenditure. All health and safety projects must be implemented and administered within the fiscal limits of the LTFM ten-year plan and the adopted 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 is responsible for ensuring that the school board regularly reviews and approves all required components of the health and safety program. This includes current plan requirements, related written plans and procedures, and any recommendations for new plan requirements that may be added. The superintendent, or designee 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 annually. 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. Preliminary budgets must include any written explanations necessary for clear understanding by the school board and the public. The superintendent or designee shall review projected revenues and expenditures for this program and may make recommendations to adjust the expenditure budget as needed to support the current program and implement new recommendations, provided these adjustments remain within the projected and appropriated revenues. 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 adopted budget so adopted.~~

## VI. ENFORCEMENT

Enforcement of this policy is essential to achieving health and safety goals. Within budget limits, employees will receive training and periodic reviews of safety practices relevant to their job responsibilities. Employees must participate in required drills. Willful violations of safe work procedures may result in discipline as determined by the superintendent. ~~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:~~

**Legal References:** *Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)*  
*Minn. Stat. § 123B.57 (~~Capital Expenditure;~~ Health and Safety Projects)*  
*Minn. Stat. § 123B.595 (Long-term Facilities Maintenance Revenue)*  
*Minn. Stat. § 182.676 (Safety Committees)*  
*Minn. Rules Part 5208.0010 (Applicability)*  
*Minn. Rules Part 5208.0070 (Alternative Forms of Committee)*

**Cross References:** *ISD 200 Policy 806 (Crisis Management Policy)*

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