

# ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM PROPOSAL

## NOVA CLASSICAL ACADEMY

### Introduction

Musser Environmental Consulting, Inc. proposes to provide services necessary for the satisfaction of state and federal OSHA, EPA/MPCA, and Minnesota Department of Education guidelines for Nova Classical Academy.

### Scope of Services

Programs will meet requirements set forth by Minnesota OSHA. Available services include, but are not limited to, the following programs:

Accident/Injury Reduction	Respiratory Protection	Community Right-To-Know
Hazardous Waste	Confined Space	Compressed Gas
Asbestos	Lockout/Tagout	Laboratory Safety
Employee Right-To-Know	Radon	Lead in Water/Paint
Hearing Conservation	Bloodborne Pathogens	Playground Safety
Emergency Action Plans	A.S.T.'s/U.S.T.'s	P.P.E.
Indoor Air Quality	Machine Guarding	Bleacher Safety
Integrated Pest Management	A.E.D.	Welding, Cutting, Brazing
	Electrical Safety	Hoists/Lifts/Jacks

### Program Set-Up

Initial program services will include all labor and materials necessary to complete the following activities:

**Program Review:** All current programs and procedures will be audited to ensure their compliance with state and federal guidelines and requirements. A Musser Environmental Health and Safety technician will perform this audit with the assistance of a Certified Industrial Hygienist if needed.

**Program Update:** All programs will be incorporated into the new, custom designed Musser E/OHS Program format for schools.

**Training:** On-site training as required by Minnesota OSHA and Minnesota employee Right-To-Know Standards will be performed as part of the program services. Training can be performed on-site and will include (but is not limited to) the following sessions:

Health and Safety Program Introduction	Bloodborne Pathogen Training
Program Manager Training	Employee Right-To-Know Training

## **Program Manuals and Materials**

The district will be provided with, and receive updates to the following documents as part of the program:

- Program Activities Manual
- Program Plans Manual

All elements of this program will be computer based, and hard copies will be maintained at member location. This includes the actual site-specific health and safety programs designed for the school. Our goal is to make the programs simple and concise so that district personnel can understand and review it with minimal time and effort.

## **Program Management**

A Musser Environmental Consulting, Inc. health and safety technician will be on site SIX (6) times per year. During these visits, our representative will monitor the program's effectiveness by performing regular site inspections and will continue to update all program materials.

If necessary, additional programs would be added or existing programs modified for the duration of our contract period in order to maintain compliance with regulatory changes. No additional funds would be required for updating programs for the duration of the contract.

All activities including the duties of on-site personnel will be coordinated with the school.

## **Personnel**

While one person designated to the district will provide most of the program services, the Health and Safety division at Musser Environmental Consulting, Inc. utilizes the knowledge and experience of personnel from various health and safety companies. This interaction and cooperation assures our clients that specific programs are being designed and monitored by personnel with related experience.

Personnel selected to perform on-site services will possess the skill and knowledge necessary to combine and organize all information in a manner consistent with existing programs. This person will work closely with district personnel throughout the duration of the contract and for that reason we welcome input and opinion of the district when assigning this individual. At all times, the district will have the final say in regards to the selection and management of this person.

## Cost Estimates

Costs are presented on a flat fee basis. Fees will be billed in three installments due July 1<sup>st</sup>, November 1<sup>st</sup>, and March 1<sup>st</sup> of each year, unless otherwise requested by the school. The contract will consist of SIX (6) visits per year, but may require additional visits to complete needed program work. There will be NO additional cost for additional visits, unless the visits become numerous.

<u>Program Year</u>	<u>Cost Per Year</u>
2021-2022	\$2,100.00
2022-2023	\$2,160.00
2023-2024	\$2,220.00

Any services not included in this proposal but are found to be necessary will be discussed with Nova Classical Academy. No extra services will be completed without prior written authorization by the school.

If you have any questions concerning this contract proposal, please contact Musser Environmental Consulting, Inc. at (507) 829-2145 (Cell).

This is a contract. This document guarantees service fees and program costs for the duration of the contract period.

This contract was prepared by:

\_\_\_\_\_  
Musser Environmental Consulting, Inc.

\_\_\_\_\_  
Date

Accepted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date