

**NOVA CLASSICAL ACADEMY**  
**MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS**

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**POLICY 807:**  
**HEALTH AND SAFETY POLICY**

*[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Minnesota 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 Minnesota Statutes Section 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017.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 Nova Classical 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 policy of Nova Classical 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 Nova Classical 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 Nova Classical 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 Nova Classical staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All Nova Classical employees have a responsibility for maintaining a safe and healthy environment within Nova Classical and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, Nova Classical may form a health and safety advisory committee to be appointed by the Executive Director. This health and safety advisory committee should 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 Nova Classical 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 Executive Director may request that the health and safety advisory committee established under Minnesota Statutes section 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 upon recommendations from the health and safety advisory committee and subject to the budget adopted by the 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 Nova Classical in accordance with federal, state, and local laws, rules, and regulations.
- 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. Nova Classical shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

### **IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the 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:
  - Asbestos
  - Fire and Life Safety
  - Employee Right to Know
  - Emergency Action Plan
  - Combustible and Hazardous Materials Storage
  - Indoor Air Quality
  - Mechanical Ventilation
  - Mold Cleanup and Abatement
  - Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
  - Infectious Waste/Bloodborne Pathogens
  - Community Right to Know

- Compressed Gas Safety
- Confined Space Standard
- Electrical Safety
- First Aid/CPR/AED
- Food Safety Inspection
- Forklift Safety
- Hazardous Waste
- Hearing Conservation
- Hoist/Lift/Elevator Safety
- Integrated Pest Management
- Laboratory Safety Standard/Chemical Hygiene Plan
- Lead
- Control of Hazardous Energy Sources (Lockout/Tagout)
- Machine Guarding
- Safety Committee
- Personal Protection Equipment (PPE)
- Playground Safety
- Radon
- Respiratory Protection
- Underground and Above Ground Storage Tanks
- Welding/Cutting/Brazing
- Fall Protection
- National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
- 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 will be 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, Nova Classical shall promptly conduct an accident investigation 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. MENTAL HEALTH CARE SPACE**

- A. Beginning October 1, 2024, to the extent that space is available during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, Nova Classical shall provide an enrolled Upper School (grades 6 – 12) student with access to space at the school site that a student may use to receive mental health care through telehealth from a student’s licensed mental health provider. The Upper School shall develop a plan with procedures to receive requests for access to the space.
- B. The space shall provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with Nova Classical’s policy 524 (Internet Acceptable Use).
- D. Nova Classical may require a student requesting access to space under this section to submit to Nova Classical a signed and dated consent from the student’s parent or guardian, or from the student if the student is age 16 or older, authorizing the student’s licensed mental health provider to release information from the student’s health record that is requested by Nova Classical to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

## **VI. BUDGET**

The Executive Director shall be responsible to provide for periodic Board review and approval of the various plan requirements of the health and safety program including current plan requirements and recommendations for additional plan requirements. The Executive Director, or such other school official as designated by the Executive Director, shall prepare preliminary revenue and expenditure budgets for Nova Classical’s health and safety program. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

## **VII. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of Nova Classical’s health and safety program to be achieved. Within applicable budget limitations, Nova

Classical 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 Nova Classical policies.

**Legal References:** Minn. Stat. § 121A.216 (Access to Space for Mental Health Care Through Telehealth)

Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)

Minn. Stat. § 123B.57 (Health and Safety Projects)

Minn. Stat. § 182.676 (Safety Committees)

Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program; Applicability)

Minn. Rules Part 5208.0070 (Accident and Injury Reduction Program; 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)

*MSBA/MASA Model Policy 807 Orig. 2012  
Revised: 2022*

**ADOPTED BY THE BOARD: 03/28/2016**

**REVISED BY THE BOARD: 05/20/2024**

**EFFECTIVE DATE: 05/20/2024**