

PROCEDURE 806 – HEALTH AND SAFETY

I. Administration

For the purpose of implementing Policy 806 – Health and Safety, the District has assigned the following responsibilities:

A. Employees

Employees will:

1. Comply with the safety rules and procedures associated with their duties;
2. Use all required safety devices and personal protective equipment;
3. Participate in required safety training, safety committees, and safety inspections;
4. Report unsafe acts and hazardous conditions to their supervisor immediately;
and
5. Notify their supervisor of accidents, injuries and near misses.

B. Supervisors/Department Chairs

Supervisors will:

1. Promote safety among employees and to train them in safe work practices;
2. Provide employees with personal protective equipment and ensure its use;
and
3. Report unsafe acts, careless operation, and inappropriate behavior.

C. Safety Committees

Safety Committees will:

1. Conduct quarterly safety inspections to identify hazards in the workplace;
2. Review all accident reports and make recommendations to prevent reoccurrence; and
3. Review Hazard Identification/Safety Suggestion forms submitted by staff members and make recommendations to the principal.

D. Principals

Principals will:

1. Take all reasonable steps necessary to protect the life, safety and health of staff and students;
2. Correct unsafe or unhealthy conditions at the work site;
3. Establish and coordinate the activities of a joint labor-management safety committee in the building; and
4. Ensure that employees attend required safety training and employ safe work practices.

E. Health and Safety Department

The Health and Safety Department will:

1. Coordinate the District's Health and Safety program;
2. Develop, implement, and maintain written plans required by the applicable regulatory agencies including Occupational Safety and Health Administration, (OSHA), Minnesota Department of Health (MDH), Minnesota Pollution Control Agency (MPCA), and Environmental Protection Agency (EPA).
3. Develop safety training materials for staff; and
4. Conduct workplace evaluations to identify hazards.

F. Assistant Superintendents/Directors

Management personnel will:

Promote safety and assign responsibility as necessary to ensure compliance.

II. Programs

For the purpose of implementing Policy 806 – The District will implement a Health & Safety Program that includes the specific plan requirements listed below. The District will identify a contact person to oversee compliance, monitor regulatory changes and respond to agency correspondence for each program.

A. Asbestos

1. Ensure that the designated person is Asbestos Hazard Emergency Response Act (AHERA) trained.
2. Develop and implement a written Asbestos Management Plan.
3. Develop and disseminate annual written notification.
4. Establish an asbestos work order system including notification to outside contractors and vendors of asbestos locations and procedures.
5. Establish standard operating procedures for working with asbestos.
6. Establish emergency response procedures for fiber release episodes.
7. Establish respiratory protection program component for asbestos.
8. Conduct six-month periodic surveillance inspections of asbestos.
9. Maintain and update asbestos inventories.
10. Maintain records of asbestos events per Occupational Safety and Health Administration, (OSHA) and Asbestos Hazard Emergency Response Act (AHERA).
11. Establish and implement medical monitoring and surveillance program.
12. Schedule response action implementation.
13. Provide accredited project designer for projects that exceed three feet.

14. Post asbestos warning labels in routine maintenance areas.
15. Provide two-hour Asbestos Awareness training for all maintenance/custodial employees.
16. Conduct re-inspections of asbestos every three years.

B. Bloodborne Pathogens

1. Identify and document job categories in which employees may be at risk of exposure.
2. Develop and implement a written Exposure Control Plan.
3. Train affected employees on specific procedures and universal precautions.
4. Provide Hepatitis B vaccinations to eligible employees.
5. Provide and ensure the use of protective equipment as needed.
6. Provide sharps containers for disposal of needles and other contaminated materials.
7. Establish follow-up procedures for exposure incidents.
8. Develop and implement recordkeeping procedures.

C. Community Right to Know

1. Survey facility for hazardous materials in reportable quantities.
2. Develop and maintain hazardous materials storage procedures.
3. Develop and implement procedures for annual reporting to regulatory agencies.
4. Train affected employees on proper methods and procedures.
5. Develop and implement recordkeeping procedures.

D. Compressed Gasses

1. Survey the facility to determine compressed gas applications.
2. Identify compressed gas toxic and physical hazards.
3. Ensure that all compressed gas cylinders are secured to prevent tipping over.
4. Evaluate compressed gas application to determine if confined space rules apply.
5. Determine need for metering equipment/supplies.
6. Train affected employees on proper methods and procedures.
7. Develop and implement recordkeeping procedures.

E. Confined Space Entry

1. Survey the facility to identify all permit and non-permit confined spaces and hazards.
2. Establish confined space entry procedures.
3. Develop and implement a written Confined Space Entry Plan.

4. Provide and ensure the use of ventilation, communication, personal protective and gas testing equipment, as needed.
5. Train affected employees on proper methods and procedures.
6. Develop and implement recordkeeping procedures.

F. Crisis Management

1. Conduct vulnerability assessments to assess potential risks.
2. Establish a Building Crisis Response Team (BCRT) at each school.
3. Establish a District Crisis Response Team (DCRT).
4. Establish emergency response procedures and train employees.
5. Conduct at least five fire drills at each school annually.
6. Conduct at least five lockdown drills at each school annually.
7. Conduct at least two tornado sheltering drills at each school annually.
8. Conduct at least one shelter-in-place drill at each school annually.
9. Conduct at least one reverse evacuation drill at each school annually.

G. Electrical Safety

1. Survey and document work practices that require electrical safety procedures.
2. Train affected employees on proper methods and procedures.
3. Provide and ensure the use of protective equipment.
4. Develop and implement recordkeeping procedures.

H. Employee Right to Know (ERK)

1. Survey the facility for chemical, heat, noise, radiation and infectious agent hazards.
2. Develop and implement a written Employee Right-To-Know Plan.
3. Perform chemical inventory and update at least annually.
4. Secure and maintain Material Safety Data Sheet (MSDSs) for all hazardous materials.
5. Monitor use and markings on secondary use containers.
6. Ensure placement of current Safety and Health Protection on The Job posters.
7. Train affected employees on proper methods and procedures.
8. Provide and ensure the use of personal protective equipment.
9. Develop and implement recordkeeping procedures.

I. Fall Protection

1. Develop and implement a written Fall Protection Plan.
2. Establish procedures for working safely at elevated heights.
3. Provide and ensure the use of fall protection equipment.
4. Establish procedures for the proper set-up and use of scaffolding.
5. Train affected employees on proper methods and procedures.

6. Develop and implement recordkeeping procedures.

J. Fire Prevention

1. Survey facilities for fire hazards and code violations.
2. Develop procedures for reporting and correcting problems.
3. Establish restrictions on activities that could jeopardize fire safety.
4. Provide flammable liquid storage cabinets where quantity limits are exceeded.
5. Train affected employees on proper methods and procedures.
6. Ensure that all buildings maintain proper egress routes for safe exiting.
7. Inspect, test and properly maintain fire detection, sprinkler and alarm systems, fire extinguishers, exit signs, and emergency lights.
8. Develop and implement recordkeeping procedures.

K. First Aid/Cardio Pulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)

1. Develop and implement program to provide first aid kits and AEDs.
2. Obtain written authorization for AED purchase and use from a physician.
3. Develop and implement a written AED Management Plan.
4. Provide First Aid/CPR/AED training as required.
5. Provide and ensure the use of personal protective equipment.
6. Survey facilities for areas that need emergency eyewashes/showers.
7. Develop and implement flushing and maintenance program for eyewashes/showers.
8. Train affected employees on proper methods and procedures.
9. Develop and implement recordkeeping procedures.

L. Fleet Safety

1. Determine which employees operate affected vehicles.
2. Develop and implement a written Fleet Safety Plan.
3. Develop and implement a routine vehicle inspection program.
4. Establish standard operating procedures.
5. Train affected employees on proper methods and procedures.
6. Develop and implement record keeping procedures.

M. Food Safety

1. Identify critical areas and use a systems approach with Hazardous Analysis Critical Control Points (HACCP).
2. Develop policies and procedures to support the Minnesota Food Code.
3. Train affected employees on proper methods and procedures.
4. Provide and ensure the use of personal protective equipment.

N. Forklift Safety

1. Determine which employees operate powered industrial trucks.
2. Train affected employees on proper methods and procedures.
3. Establish standard operating procedures.
4. Evaluate and document operator performance.
5. Develop and implement an equipment inspection program.
6. Conduct quarterly air monitoring for carbon monoxide.
7. Conduct tailpipe emissions testing for carbon monoxide on gas powered forklifts as part of a routine maintenance program.
8. Monitor updates on regulatory changes and new developments.
9. Develop and implement record keeping procedures.

O. Hazardous Waste

1. Identify school district contact person.
2. Identify hazardous waste streams by functional areas and by waste stream types.
3. Examine facility hazardous waste product generation potential.
4. Identify actions that minimize or eliminate hazardous waste generation.
5. Develop containerization and labeling procedures.
6. Review current handling and storage procedures.
7. Implement proper waste inspection, disposal and manifesting procedures.
8. Prohibit the release of hazardous materials into a sewer, storm ditch, drainage canal, lake, river, or upon the ground, sidewalk, street or highway, or into the atmosphere.
9. Acquire Environmental Protection Agency (EPA) generator number and Minnesota Pollution Control Agency (MPCA) annual permit for each building generating hazardous waste.
10. Train affected employees on proper methods and procedures.
11. Evaluate boiler and other stack emissions to air with respect to current Minnesota Pollution Control Agency (MPCA) stack emissions standards.
12. Develop and implement record keeping procedures.

P. Hearing Conservation

1. Survey facilities to determine all noise hazards.
2. Develop and implement a written Hearing Conservation Plan.
3. Develop, implement and monitor proper practices and procedures.
4. Train affected employees on proper methods and procedures.
5. Provide and ensure the use of personal protective equipment.
6. Develop and implement recordkeeping procedures.

Q. Hoist, Lift and Elevator Safety

1. Survey facilities to identify hoists, lifts, backhoes and elevators.
2. Develop and implement a routine inspection program.
3. Establish standard operating procedures.
4. Ensure safety latches are provided on all hoist hooks used on a hoist.
5. Train affected employees on proper methods and procedures.
6. Develop and implement record keeping procedures.

R. Indoor Air Quality (IAQ)

1. Establish communication pathway to notify staff, parents and students who the Indoor Air Quality Coordinator is and how to contact him/her.
2. Develop and implement a written Indoor Air Quality (IAQ) Management Plan encompassing the U.S. Environmental Protection Agency (EPA's) Tools for Schools.
3. Conduct annual walk-through inspections/surveys to identify conditions that could cause Indoor Air Quality (IAQ) problems (water intrusion problems, ventilation failures, housekeeping issues, etc.).
4. Implement operations and maintenance plan to maintain building components and mechanical systems.
5. Establish policies/procedures for managing activities that impact the indoor air quality (e.g. animal use, pest management, renovation work, painting, housekeeping, etc.).
6. Establish procedures for identifying, reporting and correcting problems.
7. Train employees on their role in maintaining good indoor air quality.
8. Develop and implement recordkeeping procedures.

S. Integrated Pest Management (IPM)

1. Develop and implement written Integrated Pest Management Plan.
2. Develop, implement and monitor proper practices and procedures.
3. Develop and implement written compliance program for the Janet B. Johnson Parents' Right-to-Know Act.
4. Establish communication pathway to notify staff and parents of pesticide applications.
5. Include annual notice in Parent Handbook that application schedules are available.
6. Provide individual notice to parents, as requested, of application schedule changes.
7. Develop and implement recordkeeping procedures.

T. Laboratory Safety

1. Identify school district contact person.
2. Designate a Chemical Hygiene Officer in each secondary school.
3. Survey labs to identify potential chemical exposure hazards.
4. Develop and implement a written Chemical Hygiene Plan (CHP) for all laboratories.
5. Develop and document routine chemical handling, bulk dispensing, storage and disposal procedures.
6. Eliminate chemicals and substances where the risk exceeds the educational value.
7. Evaluate and maintain proper engineering controls (e.g. ventilation, chemical storage).
8. Develop and implement proper work practices and procedures.
9. Provide spill kits necessary for responding to spills of hazardous materials.
10. Train affected employees on proper methods and procedures.
11. Provide and ensure the use of personal protective equipment.
12. Conduct quarterly inspections for compliance with the Lab Standard.
13. Develop and implement recordkeeping procedures.

U. Lead in Water

1. Survey each facility to identify drinking water taps and fixtures.
2. Conduct water sampling as provided for under Minnesota Department of Health (MDH) and U.S. Environmental Protection Agency (EPA) rules and guidelines.
3. Comply with Minnesota Department of Health (MDH) Lead in School Drinking Water provisions.
4. Ensure new and replacement hardware meets National Sanitation Foundation (NSF) lead-free criteria.
5. Review management plan as needed, and update (at least annually).
6. Develop and implement record keeping procedures.

V. Lockout / Tagout

1. Survey the facility to identify energy potential physical hazards, which require lockout/tagout.
2. Develop and implement a written Lockout/Tagout Plan.
3. Establish lockout/tagout procedures.
4. Train affected employees on proper methods and procedures.
5. Provide locks, tags and other isolation devices.

6. Develop and implement recordkeeping procedures.

W. Machine Guarding

1. Survey fixed machinery and equipment to identify hazards.
2. Provide and ensure the use of proper guards on all equipment.
3. Provide power outage protection for all required equipment.
4. Provide emergency stops for all required equipment.
5. Provide non-slip floor surfacing by all required equipment.
6. Train affected employees on proper methods and procedures.
7. Post signs and labels as appropriate to caution users of potential hazards and to establish safe work practices.
8. Establish procedures to ensure that new and replacement equipment meet Occupational Safety and Health Administration, (OSHA) machine guarding criteria.

X. Personal Protective Equipment (PPE)

1. Survey the facility to identify processes that could be hazardous to hands, feet and face, per standards.
2. Develop and implement a written Personal Protective Equipment Plan.
3. Train affected employees on proper methods and procedures.
4. Provide and ensure the use of personal protective equipment as needed.
5. Monitor equipment usage, storage and maintenance practices.
6. Develop and implement recordkeeping procedures.

Y. Playground Safety

1. Conduct an audit of playground facilities to identify hazards.
2. Develop and implement a written Playground Safety Plan.
3. Establish an equipment inspection/maintenance program.
4. Train affected employees on proper methods and procedures.
5. Ensure that impact attenuating surface materials are maintained at proper levels.
6. Ensure that all new playground facilities meet accessibility standards.

Z. Radon

1. Conduct radon sampling as per Minnesota Department of Health (MDH) and U.S. Environmental Protection Agency (EPA) rules and guidelines.
2. Coordinate diagnostics and mitigation of elevated radon levels.
3. Develop and implement record keeping procedures.

AA. Respiratory Protection

1. Survey and document work practices that require respiratory protection.

2. Evaluate and quantify when necessary the exposure potential of work practices.
3. Develop and implement a written Respiratory Protection Plan.
4. Establish respiratory protection practices and procedures.
5. Train affected employees on proper methods and procedures.
6. Provide respirator medical evaluations and fit tests as needed.
7. Develop and implement recordkeeping procedures.

BB. Underground (UST) and Above Ground (AST) Storage Tanks

1. Survey facilities to identify underground and above ground storage tanks.
2. Ensure that all USTs above 110 gallons are Minnesota Pollution Control Agency (MPCA)-registered.
3. Ensure that all new installations are reviewed by fire marshal.
4. Provide leak detection, overfill protection, and corrosion protection systems.
5. Provide and maintain inventory control forms.

CC. Welding, Cutting and Brazing

1. Survey and document work practices that require fire safety procedures.
2. Develop and implement a written Hot Work Plan that outlines minimum safety requirements for welding, cutting and brazing.
3. Train affected employees on proper methods and procedures.
4. Provide and ensure the use of protective equipment.
5. Develop and implement recordkeeping procedures.

III. Program Review

The District will review written plans at least annually.

Procedure 806 Adopted: 12/19/06

Legal References

M.S. 121A.035, Subd. 2

M.S. 123B.57, Subd. 2

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota