

*Adopted: July 9, 2012 (Emergency Adoption)*  
*Reviewed and Adopted July 8, 2013*  
*Reviewed and Adopted July 14, 2014*

*Model Policy #808*  
*Orig. 2012*

## **#808 Health and Safety Policy**

### **I. PURPOSE**

The Wheaton 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**

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. HEALTH AND SAFETY PROGRAM DESCRIPTION**

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:

Above Ground Storage Tank	Hazardous Substance Removal and Waste
Asbestos	Hearing Conservation
Bloodborne Pathogens	Hoists/Jacks/Chain Slings
Chemical Hygiene Plan	Indoor Air Quality
Community Right to Know	Ladder/Personnel Lift
Compressed Gas Safety	Lead
Confined Space	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	Welding
Fire and Life Safety	

- 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 following all general safety rules;
2. Become familiar with and following all department specific safety rules;
3. Immediate reporting of accidents, injuries, and near misses to the supervisor;
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. Training and orientation. All new employees will receive an orientation to our health and safety programs, and special attention will be paid to the programs that directly affect the employee's job duties. Employees will have the ability to ask questions during or after training. The training date, instructor's name, subject discussed, and names and signature of employees attending the training will be documented.
- D. 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. Immediately report all injuries, illnesses or "near misses" to your supervisor.
- 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 accidents are to be reported to your immediate supervisor 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. Complete the Supervisor Accident Report.
  - e. Report accident to management.
  
3. Administration
  - 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. Supervisors or a designated management team will investigate all accidents. The following will occur after an accident has occurred:

- A. An accident report must be completed;
- B. The form will be sent to the Safety Coordinator for review and any 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. An accident investigation form will be completed to document the findings.

## **XII. ENFORCEMENT**

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:*** 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:*** MSBA Policy 403