



7010

## Environmental Health and Safety

*Policy 7010*

Original Adoption: (originally adopted as Policy 5685) 03/16/1996  
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Review Dates:

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### I. PURPOSE

The purpose of the environmental health and safety policy is to provide a safe and healthy learning and work environment; to increase safety awareness, to help prevent accidents and injuries; to reduce risk of liability; and to comply with all health and safety, environmental and occupational health laws, rules and regulations for the benefit of its students, staff, visitors and contractors.

### II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the District to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers and visitors while on district property or grounds.
- B. The Superintendent or Superintendent's designee shall prepare a program including plans and procedures for the identification and management of hazards or potential hazards. Such a program shall, within the budgetary constraints of the district, address such potentially hazardous issues as are identified. Issues that do not exist in the District do not require a plan. Potential health and safety issues may include, but are not limited to:
  1. Accident and Injury Reduction
    - a) Emergency Preparedness
    - b) Fire and Life Safety
    - c) Hearing Conservation
    - d) First Aid, Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED) training and availability
    - e) Elevator, hoist and lift Safety
    - f) Forklift Safety
    - g) Ladder Safety
    - h) Machine guarding
    - i) Personal Protection Equipment (PPE)
    - j) Playground Safety
    - k) Respiratory Protection
    - l) Welding, Cutting, Brazing Safety
  2. Environmental Conditions
    - a) Indoor Air Quality
    - b) Integrated Pest Management
    - c) Lead
      - [i] Lead in water
      - [ii] Lead in construction
    - d) Mercury control and cleanup
    - e) Radon



- f) Water quality
- 3. Hazardous Materials
  - a) Asbestos – Awareness and Abatement
  - b) Blood borne Pathogens in Waste
  - c) Chlorine Use and Safe Storage
  - d) Combustible and Hazardous Material Storage
  - e) Hazardous Energy Source Control (Lockout/ tag out systems)
  - f) Infectious Waste
  - g) Laboratory Safety, Chemical Hygiene
  - h) Mold Cleanup and Abatement
- 4. Systems Safety
  - a) Electrical Safety
  - b) Lighting
  - c) Mechanical Ventilation
  - d) Nutrition Services / Food Safety
  - e) Structural Safety
  - f) Underground and Surface Storage Tanks
  - g) Waste Collection and Removal
- 5. Communications
  - a) Community Right to Know
  - b) Employee Right to Know
  - c) Employee Safety Training

### **III. HEALTH AND SAFETY STAFF**

- A. The Superintendent shall designate staff responsible for making recommendations and plans for:
  - 1. training district staff in appropriate work place safety rules and practices;
  - 2. investigating accidents;
  - 3. identifying, analyzing, managing and recommending control of hazards;
  - 4. enforcing workplace safety rules;
  - 5. minimizing risks.
- B. Recommendations from the Health and Safety Staff shall include estimates of annual costs of implementing and maintaining each proposed recommendation.

### **IV. RESPONSIBILITY**

- A. All employees of the District shall follow safe working practices, obey rules and regulations and carry out their duties in a manner that maintains the safety and health and safety standards of the District.
- B. All employees share the responsibility for reporting hazards or potential hazards to the building administrator or designee for that purpose. Building administrators or their designees shall document hazardous conditions, unsafe practices or potential hazards and take corrective action to the extent practicable to address it.



Documentation of the hazardous condition, unsafe practice or potential hazard shall be given to the Superintendent, or Superintendent's designee.

- C. Any employee who in good faith reports an unsafe condition, hazardous condition, unsafe practice or potential hazard shall do so free from retaliation for making such a report.
- D. Any accident or near miss shall be reported to the appropriate administrator, and an investigation shall be conducted in order to determine the cause of the incident and to take such action as is necessary to prevent a similar incidents.
- E. The District shall monitor and evaluate potential hazards through routine inspections and surveillance. The District may conduct drills from time to time to test emergency response and preparedness regarding any health or safety issue.
- F. The Superintendent shall provide such training to employees as is necessary to implement this policy.
- G. The Superintendent shall provide the Board of Directors the annual plan for the health and safety program. New plans or procedures recommended by the Superintendent or the Health and Safety staff shall be reviewed for adoption by the Board.
- H. The Superintendent shall provide to the Board of Directors each year preliminary revenue and expenditure budgets for the district's health and safety program. No funds shall be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for the year, or prior to the adoption of an amendment to the budget document authorizing the expenditure. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget adopted by the Board of Directors.
- I. Enforcement of this policy is necessary for the goals of the health and safety program to be achieved. Therefore employees:
  - 1. shall participate in all health and safety drills.
  - 2. shall participate in required workplace safety instruction training pertinent to their job description;
  - 3. may take advantage of health and safety training offered through the District as budget and time allows;
  - 4. shall participate in period reviews of their safe work practices and procedures.
- J. Willful violations of safe work practices may result in disciplinary actions in accordance with district procedures and agreements up to and including termination.



***Legal References:***

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

Minn. Stat. §123B.57 (Capital Expenditure: Health and Safety)

***Cross References:***

MPS Policy 2305 (Superintendent Advisories)

MPS Policy 3005 (Budget)

MPS Policy 3135 (Budget Review, Adoption and Publication)

MPS Policy 3174 (Budget Preparation – Care and Maintenance of the Physical Plant)

MPS Policy 3176 (Capital Improvements Budget)

MPS Policy 3178 (Coordination of the Capital Budget Planning)

MPS Policy 3195 (Revenue Projections)

MPS Policy 3620 (Safety and Risk Avoidance)

MPS Policy 3630 (Risk Management Reports)

MPS Policy 6680 (Safety, Security and Emergency Preparedness)

MPS Policy 6681 (Accident Prevention and Reporting)

MPS Policy 6582 (Emergency Health Care)