

Policy #: 807
Title: HEALTH AND SAFETY
Date of Initial Approval: 08-23-2018
Revision/Re-authorization Dates:
Reviewers: MSA Superintendent; MSA Director of Health Services; MSA Director of Physical Plant Operations; MSA Director of Financial Services

I. PURPOSE

The purpose of this policy is to assist the Minnesota State Academies (MSA) 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 MSA 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 MSA 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 MSA employees 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 MSA employees on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

- B. All MSA employees have a responsibility for maintaining a safe and healthy environment within the MSA campuses and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, MSA is required to have a health and safety advisory committee appointed by the superintendent, composed of employees and other individuals with specific knowledge of related issues. This advisory committee is responsible for recommendations regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training MSA employees on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation should include estimates of annual costs of implementing and maintaining that proposed recommendation, if any. For the purposes of this policy, the safety committee established under Minn. Stat. § 182.676 will serve as the Health and Safety Advisory committee for MSA, and its members will represent employees and other individuals with specific knowledge of related issues.

III. PROCEDURES

- A. Based upon recommendations from the safety committee and subject to the annual budget adopted by the school board, MSA will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within MSA in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed on an annual basis and shall be reported to the MSA board. MSA

- shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- 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 safety 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. MSA 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. MSA will implement a health and safety program that includes specific plan requirements in various areas as identified by the safety committee. Areas that may be considered include, but are not limited to, the following:
1. Asbestos
 2. Fire and Life Safety
 3. Employee Right to Know
 4. Emergency Action Planning
 5. Combustible and Hazardous Materials Storage
 6. Indoor Air Quality
 7. Mechanical Ventilation
 8. Mold Cleanup and Abatement
 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 10. Infectious Waste/Bloodborne Pathogens
 11. Community Right to Know
 12. Compressed Gas Safety
 13. Confined Space Standard
 14. Electrical Safety
 15. First Aid/CPR/AED
 16. Food Safety Inspection
 17. Forklift Safety
 18. Hazardous Waste
 19. Hearing Conservation
 20. Hoist/Lift/Elevator Safety
 21. Integrated Pest Management
 22. Laboratory Safety Standard/Chemical Hygiene Plan
 23. Lead
 24. Control of Hazardous Energy Sources (Lockout/Tagout)
 25. Machine Guarding
 26. Safety Committee
 27. Personal Protection Equipment (PPE)
 28. Playground Safety
 29. Radon
 30. Respiratory Protection
 31. Underground and Above Ground Storage Tanks

- 32. Welding/Cutting/Brazing
- 33. Fall Protection
- 34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
- 35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present at MSA, the preparation of a plan or procedure for that risk will not be necessary. As appropriate, the committee may request the expertise of external consultants to assist with the development and implementation of a plan or procedure.

- B. MSA 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. MSA shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action 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. MSA shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, MSA shall promptly cause an accident investigation to be conducted 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 the safety committee as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for annual MSA board review and approval of the various plan requirements of the health and safety program, including current plan requirements, related written plans and procedures, and recommendations for additional plan requirements proposed to be adopted. The Director of Fiscal Services shall prepare reports on expenditures related to MSA's health and safety program. The reports shall be accompanied by such written commentary as may be necessary for them to be clearly understood. The Finance Committee of the MSA board shall review the reported expenditures for this program and make recommendations for such adjustments within the budget to carry out the current program and to implement new recommendations within budgets appropriated to different departments of MSA for this

purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the annual budget for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, MSA 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 school district policies.

Legal References:

Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (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)