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Revised: March 12, 1991  
February 8, 1999  
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May 14, 2012  
July 22, 2013  
June 23, 2014  
January 28, 2019 [Routine Review]

Contact Person: Manager – Risk Management and Safety

## **POLICY 407 ENVIRONMENTAL HEALTH AND SAFETY STANDARDS**

### **I. PURPOSE**

To provide a healthy and safe environment for students, staff and the public.

### **II. GENERAL STATEMENT OF POLICY**

The District will maintain a health and safety program that complies with:

- Federal OSHA standards
- Relevant Minnesota statutes and rules
- Guidelines established by the Minnesota Department of Education for Minnesota Public Schools

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## **REGULATION 407 ENVIRONMENTAL HEALTH AND SAFETY STANDARDS**

### **I. STANDARDS ESTABLISHMENT**

The Executive Director of Finance and Support Services or his/her designee (hereinafter referred to as EDFSS) will be responsible for the establishment of a written set of Health and Safety Standards (standards).

These standards will be based on federal, state and local laws and Minnesota Administrative Rules applicable to school facilities as well as guidelines established by the Minnesota Department of Education for Minnesota Public Schools.

### **II. STANDARDS UPDATING**

The EDFSS will be responsible for updating standards to maintain compliance with changes to federal, state and local laws and Minnesota Administrative Rules applicable to school facilities as well as guidelines established by the Minnesota Department of Education for Minnesota Public Schools.

### **III. COMPLIANCE WITH STANDARDS**

The EDFSS is responsible for meeting requirements of these standards.

#### **A. Training**

1. Identify staff groups who need to be informed about these standards.
2. Develop and maintain a system keeping the members of these staff groups informed about these standards and changes to these standards.

#### **B. Reinforcing the roles and responsibilities of Health and Safety leaders.**

1. Building/School Site Responsibilities
  - a. The site administrator is responsible for staff adhering to the health and safety program within the school or district facility.
  - b. The Educational Services Center department directors and supervisors are responsible for their staff adhering to the health and safety program within their departments.

- c. The site administrators and department supervisors have the responsibility of ensuring staff participation in safety trainings.

2. Human Resources Department

- a. The Director of Human Resources, with assistance from the Manager – Risk Management and Safety, is responsible for coordinating the workers compensation insurance policy, and accident claim reporting with the insurance carrier.
- b. The Human Resources Department shall coordinate training for all new staff with the Manager – Risk Management and Safety.
- c. The Human Resources Department is responsible for processing the “First Report of Injury” and the “Bloomington Schools Employee Accident Investigation Report.”

3. The Manager – Risk Management and Safety

- a. The Manager – Risk Management and Safety will develop and manage the implementation of the Health and Safety Program and annual budget.
- b. The Manager – Risk Management and Safety will establish and lead a District Health and Safety Committee (Committee). The Committee will promote school safety by advising and assisting the Manager – Risk Management and Safety. The Committee will be comprised of staff representing at least four (4) staff groups. The Committee also will be responsible for:
  - 1) Facilitating staff health and safety forums.
  - 2) Facilitating action on staff health and safety concerns.
  - 3) Recommending health and safety procedure improvements.
  - 4) Reviewing accident reports to identify trends and recommend steps for accident reduction.
  - 5) Facilitating communications between staff and the employer on health and safety issues.
  - 6) Supporting the schools’ safety initiatives.
- c. The Manager – Risk Management and Safety will establish and manage a system of record keeping for review by the public and regulatory inspectors.
- d. Oversee the establishment and maintenance of School “Safety Center.”

The “Safety Center,” a red two-drawer file cabinet, shall be the location for the school’s health and safety records for public and staff viewing.

The Safety Center shall:

- 1) Contain current site-specific information.
- 2) Be placed in a central location.
- 3) Be accessible to the public.
- 4) Be maintained by the Manager – Risk Management and Safety.

e. Facilitate Staff Safety Trainings

The training curriculum shall follow OSHA guidelines and staff shall receive training during their normal work hours or be compensated for overtime by the employer.

The Health and Safety Department shall offer large group, small group, and individualized instruction by appointment for staff identified as exposed to a safety hazard.

f. Records Retention and Management

- 1) All health and safety records are maintained by the Manager – Risk Management and Safety.
- 2) Staff training records are located in the Buildings and Grounds Office and shall be maintained for a period of three years.
- 3) A system of record keeping shall be provided for review by regulatory inspectors and the general public.

4. Indoor Air Quality

ISD 271 has developed and implemented an Indoor Air Quality Management Plan to evaluate, monitor and improve indoor air quality. Primary goals and objectives of the plan are to:

- a. Educate and inform staff and the community of the relationship between facilities and health related issues.
- b. Identify methods for proactively improving indoor air quality and preventing indoor air quality problems.
- c. Establish an effective system for identifying and resolving indoor air quality problems.
- d. Reduce absenteeism and health problems relative to indoor air quality.
- e. Provide a communication system for staff and parents to report indoor air quality concerns.
- f. Establish standards for housekeeping, maintenance, and building use that will prevent or minimize indoor air quality problems.

5. Exposure Control Officer

The Health Services Supervisor is the designated “Exposure Control Officer” and is responsible for facilitating SHARPS waste disposal, and blood borne pathogens, first aid and CPR/AED training in collaboration with the Manager – Risk Management and Safety. The supervisor shall also facilitate student and visitor accident reporting.

6. Chemical Hygiene Officers (CHOs)

The CHOs shall be assigned to oversee the lab safety program and promote safe work practices and procedures in the workplace. Staff in this position are qualified by education, experience and training to develop and maintain a laboratory safety program for the science lab classrooms.

The CHOs, with assistance from the Manager – Risk Management and Safety, shall:

- a. Monitor the use of chemicals and safety procedures.
- b. Develop safe work practices, procedures and engineering controls.
- c. Maintain compliance with legal requirements.
- d. Develop and maintain safe chemical storage facilities.
- e. Evaluate and develop safe lab facilities.
- f. Monitor chemical procurement, distribution and safe storage practices.
- g. Maintain a chemical inventory and safety data sheets.
- h. Maintain a record keeping system.
- i. Maintain a labeling system and necessary signage.
- j. Monitor science lab safety training.
- k. Develop and maintain proper waste disposal practices and procedures.
- l. Implement and maintain the Chemical Hygiene Plan.