

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 708.5AR Adopted August 2001 Revised April 2015

Title Health and Safety Programs

1. **Machine Guarding** – The administration will develop a machine safety management plan that will include the following:
 - 1.1 Annual training for covered employees;
 - 1.2 A written preventive maintenance program to assist in proper repair;
 - 1.3 Power outage protection and emergency stops installed on all designated equipment;
 - 1.4 Designated equipment fixed or provided non-slip flooring to prevent the machine from moving;
 - 1.5 Proper guarding of machines in accordance with Occupational Safety and Health Administration (OSHA) 29 CFR 1910 subpart O;
 - 1.6 Proper safe-work placards required for equipment;
 - 1.7 Proper color-coding of equipment implemented in accordance with the “best practices” of the Minnesota Department of Education;
 - 1.8 Procurement of future equipment following bid specification criteria from the Minnesota Department of Education, and
 - 1.9 All student or employee accidents, injuries or near misses recorded on a shop log.
2. **Indoor Air Quality (IAQ)** – The administration will develop an indoor air quality management plan that will include the following:
 - 2.1 Appointment of the District 196 Health and Safety Supervisor to serve as the IAQ coordinator. The IAQ coordinator is identified by the Minnesota Department of Education (MDE) as the Project Manager (certification number I1883);
 - 2.2 A method for notifying district employees, parents and students of the role of the IAQ coordinator and who the person is;
 - 2.3 A walk-through preventive maintenance program to evaluate water intrusions (interior and exterior), ventilation failures or problems, other building and structural deficiencies, and overall cleanliness of the buildings and classrooms;
 - 2.4 An annual evaluation using the Environmental Protection Agency’s (EPAs) *Tools for Schools* or its equivalent;
 - 2.5 A communications, complaint and prioritization process to follow when addressing IAQ concerns and information requests from staff, students and parents;
 - 2.6 Evaluation of the mechanical ventilation rate of each occupied space and planning and implementing improvement in areas found to be inadequate according to state law, statute or rule, and
 - 2.7 Proper commissioning of all mechanical ventilation improvements with a one year warranty allowing for a full range of seasons.

3. **Confined Space** – The administration will develop a confined space management plan that includes the following:
 - 3.1 Appointment of a district employee to serve as a contact person for confined spaces;
 - 3.2 A survey of each school for the presence of confined spaces;
 - 3.3 Evaluation of each confined space to determine hazards, including atmosphere, engulfment/entrapment and other;
 - 3.4 Classification of confined spaces into one of two categories: permit required or non-permitted;
 - 3.5 Proper signage and entry procedures, and
 - 3.6 Annual training for all affected employees.
4. **Safety Committee** – The administration will implement a safety committee to do the following:
 - 4.1 Develop and implement a written statement describing the committee’s role and responsibility, including to evaluate high hazard areas and to implement a clear line of communication between employees and the committee;
 - 4.2 Consider the following activities: establishment of annual safety goals, conducting and reviewing safety inspections, reviewing accident reports and OSHA 300 logs, accept and review employee suggestions, and monitor the effectiveness of current safety programs, and
 - 4.3 Meet at least quarterly.
5. **Laboratory Safety** – The administration will develop a laboratory safety management plan that includes the following:
 - 5.1 Requirements per OSHA Laboratory Safety Standard 29 CFR 1910.1450;
 - 5.2 Appointment of an individual to serve as the Chemical Hygiene Officer (CHO) to be responsible for:
 - 5.2.1 Annual development and review of:
 - 5.2.1.1 A list of chemicals and determination of necessary acquisition and quantities;
 - 5.2.1.2 Chemical handling and bulk dispensing procedures, storage and disposal procedures;
 - 5.2.1.3 Personal protective equipment and engineering controls;
 - 5.2.1.4 Training for affected staff, and
 - 5.2.1.5 Record-keeping practices and procedures.
 - 5.2.2 Quarterly surveying of laboratory areas for potential hazards.
6. **Health, Safety and Environmental Management** – The administration will develop a safety and environmental management plan that includes the following:
 - 6.1 Development and evaluation of an annual list of regulatory and non-regulatory hazards and submission of the list to the Minnesota Department of Education;
 - 6.2 Each listed item should have a responsible person, scheduled abatement, plan of response, warning signs and proper personal equipment if necessary, and
 - 6.3 Information shall be made available upon request.

7. **Lockout/Tagout** – The administration will develop a lockout/tagout plan that includes the following:
 - 7.1 Appointment of a district employee to serve as a contact person for lockout/tagout zones;
 - 7.2 A survey of each school to identify energy potential physical hazards;
 - 7.3 Evaluation of record-keeping practices and procedures;
 - 7.4 Develop specific energy controls when required;
 - 7.5 Annual training for all affected employees;
 - 7.6 Evaluation of current lockout/tagout procedures;
 - 7.7 Identification of locks, tags and other devices, and
 - 7.8 Implementation procedures to inform contractors of lockout/tagout requirements.
8. **Employee Right-to-Know/Hazardous Communication** – The administration will develop an Employee Right-to-Know/Hazardous Communication management plan that will include the following:
 - 8.1 Develop and implement a written management plan for MN Employee Right-to-Know, in compliance with MN Regulations 5206;
 - 8.2 The Health and Safety Supervisor will serve as a contact person;
 - 8.3 Identify hazard communications functional areas;
 - 8.4 Survey all facilities to identify chemical, heat, noise, radiation and infectious agent hazards;
 - 8.5 Manage material safety data sheets (MSDS) acquisition, compilation, and distribution;
 - 8.6 Perform chemical inventories for hazard communications functional areas and corresponding MSDS;
 - 8.7 Monitor use and labeling on secondary use containers;
 - 8.8 Ensure placement of Employee Right-to-Know postings (state and federal);
 - 8.9 Perform initial and annual functional area training;
 - 8.10 Provide all record-keeping activities and procedures, and
 - 8.11 Respond to regulatory agency correspondence, guidelines, and recommendations.