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Revised: March 12, 1991
February 8, 1999
October 12, 2009
May 14, 2012
July 22, 2013
School Board Review: June 23, 2014
Contact Person: Manager – Risk Management and Safety

POLICY 407 ENVIRONMENTAL HEALTH AND SAFETY STANDARDS

I. PURPOSE

The purpose of this policy is to comply with the statutory requirement of having an environmental health and safety policy.

II. GENERAL STATEMENT OF POLICY

The Bloomington Public Schools shall strive to provide a healthy and safe environment for students, staff and the public by establishing and complying with health and safety 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.

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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 the updating of these standards to be in 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 will be responsible for ensuring compliance to these standards. The EDFSS will ensure compliance with:

A. Training

1. Identify the 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 their 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 that staff participates in the safety-training program.

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 distribute the “Employee Safety Guide” to all new staff and coordinate the training with the Health and Safety Department. The new staff shall not be exposed to a safety hazard until properly trained by the employer. New staff training shall include substitutes, temporary, part-time, and full-time staff.
- c. The Human Resources Department is responsible for processing the “First Report of Injury” and the “Bloomington Schools Employee Accident Investigation Report” for submittal to the Manager - Risk Management and Safety.

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 on the implementation of the plan. 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 program manual and procedure improvements.
 - 4) Reviewing accident reports to identify trends and recommend steps for accident reduction.
 - 5) Facilitating communications between the 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 the Staff Safety Training
- The training curriculum shall follow the Occupational Health and Safety Administration guidelines and the staff shall receive their 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. Oversee the Records retention and management
- 1) The District’s assessment of affected staff is maintained by the Health and Safety Department.
 - 2) Staff training records are located in the District Health and Safety 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:

- 1. Educate and inform staff and the community of the relationship between facilities and health related issues.

2. Identify methods for proactively improving indoor air quality and preventing indoor air quality problems.
3. Establish an effective system for identifying and resolving indoor air quality problems.
4. Reduce absenteeism and health problems relative to indoor air quality.
5. Provide a communication system for staff and parents to report indoor air quality concerns.
6. 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 Health and Safety Coordinator. The supervisor shall also facilitate student and visitor accident reporting.

6. Chemical Hygiene Officer (CHO)

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

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

- 1) Monitor the use of chemicals and safety procedures
- 2) Develop safe work practices, procedures and engineering controls
- 3) Maintain compliance with legal requirements
- 4) Develop and maintain safe chemical storage facilities
- 5) Evaluate and develop safe lab facilities
- 6) Monitor chemical procurement, distribution and safe storage practices
- 7) Maintain a chemical inventory and material safety data sheets
- 8) Maintain a record keeping system
- 9) Maintain a labeling system and necessary signage
- 10) Monitor science lab safety training
- 11) Develop and maintain proper waste disposal practices and procedures
- 12) Implement and maintain the Chemical Hygiene Plan