

## **Policy 807 HEALTH AND SAFETY**

### **I. PURPOSE**

The purpose of this policy is to assist the Northfield School District 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 district will implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter district buildings and grounds.
- B. All district employees have a responsibility for maintaining a safe and healthy environment within the district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the district will form a Safety Advisory Committee (“the committee”) to be appointed by the superintendent. The committee will meet at least four times during the school year.

### **III. PROCEDURES**

- A. The Director of Buildings and Grounds, with direction from outside consultants and professionals, is responsible for planning and implementation of this policy.
- B. Based upon recommendations from the committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the Director of Buildings and Grounds on an annual basis. This policy can be viewed on the district’s website. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- C. 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 committee shall evaluate other available resources and generally accept best practice recommendations from outside consultants and professionals. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- D. The district 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. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the committee. These plans are maintained with the health and safety files in the Buildings and Grounds office and are listed on the district website.
- B. The administration 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. The administration shall conduct and/or arrange safety inspections and drills with the Institute for Environmental Assessment (IEA). 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 to a supervisor or administrator and shall be documented by the receiving party. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. In the event of an accident or incident, the district shall order an investigation to determine the cause(s) of the accident or incident in order to prevent a similar incident. All accidents or incidents must be reported to the immediate supervisor as soon as possible. The Director of Buildings and Grounds shall make reports to governing state or federal agencies as appropriate or required by law.

#### **V. BUDGET**

The superintendent, or their designee, each year shall prepare preliminary revenue and expenditure budgets for the district's health and safety program. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be

implemented, conducted and administered within the fiscal restraints of the budget so adopted.

## **VI. COMMUNICATION**

The district regards communication of health and safety issues as a continual process. Health and safety procedures are communicated through safety training at the beginning of an employee's new job assignment, whenever material, process, or procedural changes are implemented, and whenever the employer notices deficiencies in safe work practices.

In addition to training, posters, employee handbooks, handout materials and computer-based learning may also be utilized to communicate job safety and health information.

Safety communication also takes place through distribution of safety committee meeting minutes, which includes accident information, reported employee concerns, inspection findings, and status updates on safety items.

## **VII. ENFORCEMENT**

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

### **Policy 807 Health and Safety**

Adopted: 05.29.2012; Updated: 07.08.2013, 08.2013, 06.2014, 12.2014, 06.2015, 07.01.2019, 02.27.2023

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. § 123B.57 (Health and Safety Projects)  
Minn. Stat. § 182.676 (Safety Committees)  
Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program; Applicability)  
Minn. Rules Part 5208.0070 (Accident and Injury Reduction Program; 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)