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## **Attachment A: Health and Safety Programs**

**Administrative Procedure: 807-A**

**Date Adopted: 7/15/2013**

**Dates Reviewed: 7/14/2014, 6/8/2015, 4/11/2016, 5/8/2017, 4/1/2022**

**Section: 800 BUILDING AND SITES**

**Date Revised: 4/1/22**

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### **ATTACHMENT A**

#### **A Workplace Accident and Injury Reduction Program (AWAIR)**

**Contact: Steve Moore, Director of Operations and Emergency Management**

A cornerstone of the health and safety program, AWAIR addresses the following:

1. Responsibility of managers, supervisors and employees to implement the program and how the continued participation of management will be established, measured, and maintained.
2. Methods used to identify, analyze and control hazards, conditions, and operations.
3. How the program will be communicated to all affected employees.
4. How workplace accidents will be investigated and corrective actions implemented.
5. How safe work practices and rules will be enforced.
6. Safety Inspections.
7. Safety Committee.

#### **Asbestos**

**Contact: Steve Moore, Director of Operations and Emergency Management**

Only three buildings in the district have asbestos-containing building materials. The purpose of this program is to protect students, employees, and contractors from potential health hazards of asbestos-related diseases and to comply with the Asbestos Hazard Emergency Response Act.

#### **Bloodborne Pathogens**

**Contacts: Erika Yoney, Supervisor of Health Services**

This program is meant to eliminate or minimize occupational exposure in accordance with 29 CFR 1910.1030. All employees identified as occupationally exposed (meaning there is a reasonable expectation he/she will come into contact with blood or potentially infectious materials) must receive training annually; be provided appropriate personal protective equipment, and be offered the Hepatitis B vaccination at the employer's expense.



### **Chemical Hygiene (Lab Safety)**

**Contact: Wyatt Pugh, Moorhead High School Science**

The general intent of a chemical hygiene program is to protect faculty and students from physical and health hazards associated with the use of chemicals in laboratories (chemical and biological). It establishes guidelines for work performed in laboratories and is based on 29 CFR 1910.1450 and 29 CFR subpart Z, Toxic and Hazardous Substances.

### **Community Right-To-Know**

**Contact: Rick Kraft, Supervisor of Property Services**

The district stores substances (fuel oil) in quantities that require reporting based on Title III of the Superfund Amendments and Reauthorization Act. A Tier II report is filed annually with the Minnesota Emergency Response Commission and the local fire department.

### **Compressed Gas**

**Contacts: Mechanic for Transportation, Metals and Auto Shop Instructors, and Lead Custodians for Propane**

This program helps ensure that all compressed gasses are handled, stored, received, and used in a safe manner.

### **Confined Space**

**Contact: Rick Kraft, Supervisor of Property Services**

The Senior High, Robert Asp, Probstfield, and Ellen Hopkins buildings have spaces that have been identified as confined. This program establishes minimum safety standards to be followed when employees enter into or work in permit-required confined spaces.

### **Control of Hazardous Energy Sources**

**Contact: Rick Kraft, Supervisor of Property Service**

Each building has equipment that must be properly shut down and secured before maintenance work can be performed. This program establishes procedures to prevent injury from the unexpected start-up or release of stored energy when performing maintenance work.

### **Electrical Safety**

**Contact: Rick Kraft, Supervisor of Property Services**

This program addresses safe work practices for employees, is designed to prevent electrical-related injuries, and complies with 29 CFR 1910.331 to 1910.335.

### **Employee Right-To-Know**

**Contact: Kristin Dehmer, Executive Director of Human Resources**



# MOORHEAD

## AREA PUBLIC SCHOOLS

### Independent School District 152

#### Probstfield Center for Education

2410 14th St. S., Moorhead, MN 56560 ■ Fax: 218-284-3333

[www.moorheadschoools.org](http://www.moorheadschoools.org)

■ Superintendent: 218-284-3330

■ Assistant Superintendent for Learning and Accountability: 218-284-3310

■ Human Resources and Operations: 218-284-3350

Employers are required to evaluate their work environments and provide specific training and information for all employees who may be exposed to any hazardous substances, harmful physical agents, or infectious agents. This program identifies affected departments, requires chemical inventories and proper labeling, and that training be specific to an employee's work.

#### Fire Safety

##### **Contacts: Rick Kraft, Supervisor of Property Services and Building Principals**

This program addresses the requirements for fire and lockdown drills, equipment maintenance, fire extinguisher training, and general fire safety rules.

#### Hazardous Waste

##### **Contact: Rick Kraft, Supervisor of Property Services**

The district generates some wastes considered to be hazardous to health and the environment. The program identifies areas where hazardous waste may be generated; proper storage of waste; choosing a transporter; and record keeping.

#### Hearing Conservation Program

##### **Contact: Kristin Dehmer, Executive Director of Human Resources and Operations**

The purpose of this program is to protect the hearing of employees and meet the requirements of 29 CFR 1910.95. It includes sound level monitoring of areas/equipment generating high noise levels, training of affected employees, use of hearing protection, and audiograms if applicable.

#### Hoists, Jacks, and Chain Slings Safety

##### **Contacts: Instructors or Department Heads of affected Career and Technical courses**

This program outlines the inspections and guidelines for safe usage of all hoists, jacks, and chain slings. Inspections are required to help identify defective equipment and verify safe operating conditions.

#### Indoor Air Quality (IAQ)

##### **Contact: Steve Moore, Director of Operations and Emergency Management**

This program complies with the 1997 Omnibus Education Act by requiring that the district implement an IAQ Management Plan. The IAQ Management Plan encompasses guidelines provided by the Minnesota Department of Education and the "Tools for Schools" document.

#### Ladder Safety

##### **Contact: Rick Kraft, Supervisor of Property Services**

Any employee who uses a ladder must be trained in the proper selection, inspection, use, and storage. This program is based on 29 CFR 1910.25, 1910.26, and 1910.27.



### **Lead in Drinking Water**

**Contact: Steve Moore, Director of Operations and Emergency Management**

This program follows the *Lead Contamination Control in School Drinking Water* guidance manual. The goal is to reduce lead levels at water taps to as close to 0 parts per billion as feasible, but not to exceed 20 parts per billion.

### **Machine Guarding**

**Contact: Rick Kraft, Supervisor of Property Services**

This program complies with 29 CFR 1910.211 to 1910.219 “Machinery and Machine Guarding”.

### **Personal Protective Equipment (PPE)**

**Contact: Kristin Dehmer, Executive Director of Human Resources and Operations**

Certain tasks performed by district employees require the use of PPE. This program covers the requirements for PPE such as proper use and fit, storage, and cleaning. This program does not cover PPE for respiratory and hearing protection or for hazardous material response to spills or releases.

### **Playground Safety**

**Contact: Rick Kraft, Supervisor of Property Services**

There are not any federal or state regulations regarding playground safety. In order to provide safe playgrounds for students, this program states that the district will follow the Consumer Product Safety Commission’s guidelines published in the “Handbook for Public Playground Safety.”

### **Powered Industrial Truck (Forklift)**

**Contact: Rick Kraft, Supervisor of Property Services**

This program establishes training, safe operating and procedure rules, and the maintenance requirements for the forklift at Property Services.

### **Radon**

**Contact: Steve Moore, Director of Operations and Emergency Management**

Following the advisement of the Minnesota Department of Health, radon testing will be conducted after any major re-modeling of a building’s HVAC system. Testing will focus on basements and low-level areas in the building.

### **Underground Storage Tanks**

**Contact: Steve Moore, Director of Operations and Emergency Management**



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This program follows state and federal regulations regarding underground storage tanks.

**Welding Safety**

**Contacts: Rick Kraft, Supervisor of Property Services and Metals Shop Instructor**

This program outlines the general safety rules, training, and standard operating procedures necessary for employees to be kept safe when welding.