

**TESFA INTERNATIONAL SCHOOL
HEALTH AND SAFETY POLICY (807)**

I. PURPOSE

The purpose of this policy is to assist Tesfa International School 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 policy of Tesfa International School is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter Tesfa International School buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to Tesfa International School staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train Tesfa International School staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All Tesfa International School employees have a responsibility for maintaining a safe and healthy environment within Tesfa International School and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, Tesfa International School has a Wellness and Safety Committee appointed by the Director. The Wellness and Safety Committee is composed of employees and other individuals with specific knowledge of related issues. The committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training Tesfa International School staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation.

III. PROCEDURES

- A. Based upon recommendations from the Wellness and Safety Committee and subject to the budget adopted by the Tesfa International School 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 Tesfa International School in accordance with federal, state, and local laws, rules, and regulations. Written

plans and procedures will be maintained, updated, and reviewed by the Director on an annual basis. The Director will oversee compliance with each specific plan or procedure.

- B. 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 Wellness and Safety Committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions, which through experience or research, have consistently proven to lead to specific positive outcomes.
- C. Tesfa International School 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 Tesfa International School school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the Wellness and Safety Committee. Areas to be considered are listed below with the appropriate policy or information included:
 - 1. Fire and Life Safety
Refer to board policy 806-Crisis Management
 - 2. Employee Right to Know
Refer to board policy 407-Employee Right to Know: Exposure to Hazardous Substances
 - 3. Emergency Action Planning
Refer to board policy 806-Crisis Management
 - 4. Indoor Air Quality
Tesfa International School will conduct an annual indoor air quality inspection. The Director will report any concerns to the board.
 - 5. Infectious Waste/Bloodborne Pathogens
Refer to board policy 407-Employee Right to Know: Exposure to Hazardous Materials
 - 6. Electrical Safety
Ramsey County Fire Marshall conducts an annual fire inspection, including electrical safety.
 - 7. Food Safety Inspection
Ramsey County conducts two food safety inspections per year. Notice of

Safe Facilities is posted in office.

8. **Integrated Pest Management**
Tesfa International School contracts with a company for pest management services. The school complies with all parent notification requirements per federal and state law.
9. **Safety Committee**
Tesfa International School has an established Wellness and Safety Committee that meets at least twice per year.
10. **Playground Safety**
Tesfa International School conducts an annual playground safety inspection. The Director will report any concerns to the board. If a risk is not present in Tesfa International School, the preparation of a plan or procedure for that risk will not be necessary.

- 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 or arrange safety inspections and drills. 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. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, Tesfa International School shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The Director shall be responsible to provide for periodic Tesfa International School school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and

procedures and recommendations for additional plan requirements proposed to be adopted. The Director, or such other school official as designated by the Director, each year shall prepare preliminary revenue and expenditure budgets for Tesfa International School's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the Tesfa International School school board and the public. The Tesfa International School school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. 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 Tesfa International School 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. ENFORCEMENT

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

Adopted: 02/03/2015