

Section 1: INTRODUCTION

This district has one school, the Freedom Elementary School (the “school”). Thus, this employee safety program serves as the school’s employee safety program. Every employee has the right to a workplace free from safety and health hazards. Truly effective risk management and safety plans enable safety and concern for self and others to be integrated into the school through planning, organization, and leadership. This employee safety program is designed to prevent accidents and illness by promoting safe behavior, safe working conditions, and proactive risk management practices. It shall be on file at the school and with the SAU 13, which provides administrative services to the school. Moreover, this employee safety program will be posted on the school website at: <http://freedomel.weebly.com/>. All employees are encouraged to work safely, report unsafe conditions, and take an active role in safety and health at the school.

Section 2: MANAGEMENT COMMITMENT

Administrative personnel and support staff supervisors are accountable for the success of the employee safety program, and for ensuring the staff under them are aware of and abide by all safety policies. Administrators associated with this school recognize that safety is as important as any other educational or support function. School board safety policies reflect the school’s belief that

- All injuries are preventable;
- Working safely is an essential requirement of employment;
- All operating exposures can be safeguarded;
- Training employees to work safely is essential; and
- Injury prevention saves money.

Section 3: RESPONSIBILITIES

All individuals shall be responsible for implementing the provisions of the employee safety program within their respective areas. The responsibilities listed below are a minimum, and should not be construed to limit individual initiatives to create and implement more comprehensive workplace safety procedures.

I. Superintendent’s Office

The superintendent’s office shall:

- A. Provide policies to support school safety initiatives.
- B. Clearly communicate with all employees to emphasize that the program is a joint effort of administration and employees and that active, motivated participation by each individual is critical to the plan’s success.
- C. Ensure that required resources are available when necessary. Resources may include, but not be limited to, the following:
 1. Funding for safety equipment, personal protective equipment, training courses and materials.
 2. Personnel in the form of outside experts such as risk management services consultants.
 3. Time to review and respond to inspection/recommendation/investigation reports; and to participate in training programs.
 4. Support to encourage acceptance by everyone.
 5. Provide other resources as needed.
- E. Respond to recommendations made by the Joint Loss-Safety Committee, principal, lead facility-maintenance worker, support staff supervisors, and/or SAU 13 Business Administrator.

II. Administrative Personnel

The school principal and support staff supervisors are leaders, and they play an essential role successfully implementing the school's safety policies and plan. The principal and support staff supervisors are accountable for the positive, successful performance of their employees, as well as accidents and unsafe incidents that occur. They have the authority and share the responsibility for:

- A. Ensuring that all employees within their area of responsibility understand and comply with all safety procedures and observe all work rules.
- B. Ensuring that all employees within their area of responsibility also understand all personnel policies and procedures, and disciplinary consequences as they relate to the safety process.
- C. Exhibit leadership; provide guidance and setting the tone for safe behavior.
- D. Educating their employees in the correct methods for performing physical tasks, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment if needed.
- E. Be actively concerned for the safety and health of their staff.
- F. Meet with staff to review accidents and near misses that may have occurred.
- G. In conjunction with the joint loss management committee, scheduling and/or conducting workplace inspections to identify and correct unsafe equipment, conditions, or actions. (Policy EIB)
- H. The principal shall be responsible for the supervision, implementation, and communication of an employee safety program for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to employees. (Board Policy EBB: Safety Procedures/Safe Committee)

III. Employees

All staff will comply with the established rules and regulations for health, wellness, and safety. Every school staff member also has the additional responsibility of reporting unsafe conditions promptly to the school administration, offering suggestions to improve health, wellness, and safety conditions, using safety equipment provided by the school, and reporting all accidents promptly to the school administration.

As members of the organization, employees are expected to exhibit safe behaviors at all times and are required to exercise active concern in the course of their work to prevent injuries to themselves, their students, and their fellow workers. All staff is to report any out-of-work injury to the school nurse before returning to their job. This is to ensure that accommodations, if any, are in place to keep the staff member safe.

Employees shall:

- A. Create and maintain a safe working environment in all aspects of employment.
- B. Exhibit active concern for fellow employees and the workplace.
- C. Take immediate action to correct unsafe acts and conditions, and let the building principal and facilities director know.
- D. Understand and observe all safety policies, and procedures.
- E. Wear required personal protective equipment.
- F. Operate only machines and equipment that they have been properly trained to operate (applies primarily to custodial and food service staff).
- G. Follow all accident reporting procedures.

Section 4: JOINT LOSS MANAGEMENT-SAFETY COMMITTEE

The superintendent or his/her designee shall be responsible for the supervision, implementation, and communication of the overall employee safety program, and the support of the school’s employee safety program. The Superintendent will cause the formation of the joint Loss Management-Safety Committee. The committee serves as a forum for the discussion of safety and risk control issues, the exchange of relevant information, and methods for control and communication. The joint loss management-safety committee will meet at least four times per year, review data, identify training needs, and report findings to the school and superintendent. (Board Policy EB: Joint Loss Management Committee)

The superintendent will also cause the coordination of all school committees addressing health and safety issues. The superintendent will also cause the design and implementation of insurance risk program to protect the financial health of the school. (Board Policy EI: Risk Management)

Purpose – The committee shall:

1. Review and recommend policy changes as needed.
2. Establish goals and objectives relating to health, wellness, and safety.
3. Recommend specific safety programs as needed.
4. Designate a person who shall be knowledgeable and accountable for implementation and adherence in the school.
5. Provide health and safety inspections as least annually for hazard identification purposes.
6. Perform audits at least annually regarding the inspection findings.
7. Provide for hazard management.
8. Promote and monitor safety policies and procedures.
9. Address risk control issues within the school.
10. Communicate and disseminate information.
11. Provide a copy of the safety program on the school’s website and direct employees how to access it.

Membership – The following will be adhered to:

1. The committee shall have a minimum of four (4) members and represent a broad cross-section of school employees.
2. At all times committee membership shall be proportionate with labor bargaining and non-labor bargaining employees.
3. The chairperson will be rotated between management and employees.

Meetings – The following guidelines are recommended.

1. Meetings should be held at least quarterly over the school year.
2. All members should be notified of upcoming meetings.
3. Minutes of the meetings should be kept.
4. Minutes should be distributed to members, school administration, and central office.
5. Minutes should be posted in the common areas of the school.
6. Post notification of safety meetings in common areas of the school.

Agenda – The following guidelines are recommended.

1. Call to order
2. Review of minutes
3. Unfinished business
4. Review of accidents

5. Report of inspections
6. Communications
7. Other
8. Assignment of responsibilities
(Board Policy EB: Joint Loss Management Committee)

Section 5: SAFETY STATUTES, RULES AND STANDARDS

“Each employer shall furnish to each of its employees employment and place of employment that are free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees. Each employee shall comply with all safety rules and regulations that are applicable to their own actions and conduct. The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and in the rules applicable to his/her work environment to control or eliminate any hazards or other exposure to illness or injury. The use of any machinery, tool, material, or equipment which is not in compliance with any applicable requirement of these rules shall be prohibited.” (LAB 1400 Administrative Rules for Safety and Health of Employees)

Blood Borne Pathogens Universal precautions, an approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious, shall be observed in all situations where there is a potential for contact with blood or other potentially infectious material and the following requirements shall be met:

- (a) All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
- (b) Employees responding to emergencies or other situations where blood or body fluids are present shall wear single use disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood or other potentially infectious materials might be splashed.
- (c) Work procedures shall include safe handling and disposal of needles and sharps, used bandages and gauze, linens, and all other items that come in contact with blood or other potentially infectious materials. (LAB 1403.08)

Medical Services In addition to the medical chest required in RSA 277:6, emergency telephone numbers for ambulance service, hospital, or physician shall be posted throughout the facility. (LAB 1403.39)

Eye Wash Stations “Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.” (29 CFR 1910.151) Staff working in or near eyewash stations will be trained in use of the eyewash stations. Custodial staff recharging or changing floor machine or other batteries containing acid shall do so in the vicinity of an eyewash station. Eyewash stations shall be inspected periodically and testing records maintained.

Noise Exposure

- (a) Protection against the effects of occupational noise exposure shall be provided when the sound levels exceed those shown in the Table for Permissible Noise exposures (see next page). Feasible engineering or administrative controls shall be utilized to keep exposure below the allowable limit.
- (b) When engineering or administrative controls fail to reduce the noise level to within the limits of Table 3, personal protective equipment shall be provided and used to reduce the noise to an acceptable level.
- (c) Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.
(LAB 1403.41)

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All staff working in high noise (custodians, grounds maintenance crew, etc.) shall be trained in sanitizing hearing protection equipment and in the effects of working in high-level noise environments.

PERMISSIBLE NOISE EXPOSURE

Duration Per Day, Hours	Sound Level dBA Slow Response
8	90
6	92
4	95
3	97
2	100
1-1/2	102
1	105
1/2	110
1/4 or less	115

Personal Protective Equipment

- (a) The employer shall be responsible for assessing the hazards, and providing and requiring the use of appropriate personal protective equipment where indicated based upon that assessment.
- (b) Where employees furnish their own personal protective equipment, the employer shall be responsible to assure its adequacy and to ensure that the equipment is properly maintained and in a sanitary condition. (LAB 1403.43)

Lockout

The school recognizes that all stored energy hazards, including but not limited to hydraulic pressure, pneumatic pressure, steam pressure, vacuum, electricity, mechanical and gravity, must be released, locked-out, or otherwise rendered non-hazardous prior to commencement of any work which could subject the employee to potential injury. Padlocks will be made available to employees for the purpose of locking-out equipment when required. Only the individual working on the equipment will be allowed to remove the lockout device. (LAB 1403.35)

All staff using energized equipment shall be trained in the hazards associated with energized equipment.

Storage

- (a) All stored materials stacked in tiers shall be stacked, blocked, interlocked, and limited in height so that they are secure against sliding or collapse.
- (b) Storage areas shall be kept free from accumulation of materials that constitute hazards for tripping, fire, explosion or pest harborage. Vegetation control shall be exercised when necessary.
- (c) Where mechanical handling equipment is used. Aisles that are not clearly defined, shall be marked with reflective paint or tape; sufficient safe clearance shall be allowed for aisles, at loading docks, through doorways, and whenever turns or passage is made. (LAB 1403.58)

Trash

All sweepings, solid or liquid wastes, refuse, and garbage shall be removed in such a manner as to avoid creating a menace to health and as often as necessary to maintain good sanitary conditions. (LAB 1403.63)

Equipment Guidelines

The regulations below cover the most commonly used equipment in the custodial, art and areas of the school building. It does not list all items contained in LAB 1403. For further information, refer to the full text of LAB 1403 at http://www.gencourt.state.nh.us/rules/state_agencies/lab1400.html

1. Aerial Lifts

- a) All vehicle mounted aerial-lift equipment shall be in accordance with American National Standards Institute (ANSI) A29.2-1979, "Vehicle-Mounted Elevating and Rotating Aerial Platforms".
- b) Prior to the use of an aerial-lift device, a visual inspection and operational check shall be made by a competent person in accordance with the manufacturer's and owner's instructions.
- c) Operators of aerial-lift equipment shall be provided with some means of anchorage to which a safety belt or lanyard can be secured to the buckets, platforms, or booms.
- d) The combined load, including workers, material, and tools, shall not exceed the rated lift capacity as stated by the manufacturer. Such rated lift capacity shall be conspicuously and permanently posted on the lift.
- e) When operating an aerial-lift device, the operator shall look in the direction of travel of the bucket and be aware of the booms in relation to all other objects and hazards.
- f) All hoses affecting the nonconductive characteristics of equipment shall be made of nonconductive material. Hydraulic fluids for insulated equipment shall be of the insulating type.
- g) An aerial-lift truck shall not be moved when the boom is elevated in a working position with workers in the basket, except for equipment that is specifically designed for this type of operation. The booms of a fully articulated aerial device shall not be considered elevated in a working position when the basket is directly in front of or behind the truck with the booms held as low as feasible and low enough so that the operator's head is below the highest point of the vehicle.
- h) During aerial-lift operations, workers not engaged in line clearance shall maintain a minimum clearance of 10 feet (3 m) from energized conductors rated 50kV phase-to-phase or less. For lines rated over 50kV phase-to-phase the minimum clearance shall be 10 feet plus .4 inches (3 m plus 10 mm) for each kilovolt over 50 kV phase-to-phase. (LAB 1403.05)

2. Air Tools

- a) Pneumatic power tools shall be secured to the hose or whip with a locking mechanical connector to prevent accidental disconnection.
- b) Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled.
- c) The manufacturer's safe operating pressure for all fittings shall not be exceeded.
- d) All hoses exceeding ½ inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure. (LAB 1403.06)

3. Belt Sanding Machines

Belt sanding machines shall be provided with guards at each nip point where the sanding belt runs onto a pulley. (LAB 1403.07)

4. Chip guards

Protective shields or barriers shall be provided in operations involving cleaning with compressed air, to protect personnel against flying chips or other such hazards. (LAB 1403.10)

5. Compressed Air Use

Compressed air used for cleaning purposes shall not exceed 30 psi. However, this limitation shall not apply to concrete form or mill scale, or to areas where compressed air is used in a fixed process, such as attached to a machine. (LAB 1403.11)

6. Ergonomics

- a) It shall be the responsibility of each employer to evaluate all incidences of ergonomically related injuries, such as repetitive motion trauma, carpal tunnel syndrome and back injuries, and to make necessary workplace modifications to prevent recurrences.
- b) The employer shall develop training procedures for employees who might be subject to ergonomic exposures such as those listed above. (LAB 1403.18)

7. Guards

Guards for mechanical power transmission equipment shall be made of metal or other rigid material. Except that, wood guards may be used in the woodworking and chemical industries, in industries where atmospheric conditions would rapidly deteriorate metal guards, or where temperature extremes make metal guards undesirable. (LAB 1403.26)

8. Hand Tools

- a) Each employer shall be responsible for the safe condition of tools and equipment used by employees, including tools and equipment furnished by employees.
- b) All hand tools shall be kept in safe condition. Handles of tools shall be kept tight in the tool, and wooden handles shall be free of splinters or cracks. Wedges, chisels, and similar tools, shall be free of mushroomed heads. Wrenches shall not be used when sprung to the point that slippage occurs.
- c) Electric power operated tools shall either be double insulated, grounded, or used with ground fault circuit interrupters. (LAB 1403.27)

9. Ladders

- a) Fixed ladders shall comply with the following requirements:
 - (1) Rungs shall have a minimum diameter of $\frac{3}{4}$ inch, if metal, or 1-1/8 inches, if wood.
 - (2) Rungs shall be minimum of 16 inches in length and be space uniformly no more than 12 inches apart.
 - (3) Cages, wells, or safety devices, such as fall prevention systems for ladders shall be provided on all ladders more than 20 feet in length.
 - (4) Landing platforms shall be provided each 30 feet of travel, where cages are provided. Where no cage is provided, landing platforms shall be provided for every 20 feet of travel.
 - (5) Tops of cages on fixed ladders shall extend at least 42 inches above top of landing. The bottom of the cage shall be not less than 7 feet or more than 8 feet above the base of the ladder.
 - (6) Side rails shall extend 3-1/2 feet above the landing.
- b) Portable ladders shall comply with the following requirements:
 - (1) Stepladders shall be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position.
 - (2) Ladders shall be inspected prior to use and those, which have developed defects, shall:
 - a. Be withdrawn from service for repair or destruction.
 - b. Be tagged or marked as "Dangerous, Do Not Use."
 - (3) Ladders that are not self-supporting shall be erected on a sound base at 4/1 pitch and placed to prevent slipping.
 - (4) The side rails of a ladder used to gain access to a roof or platform shall extend at least 3 feet above the landing.
 - (5) Portable metal ladders shall not be used for electrical work or where they might contact electrical conductors.
 - (6) Portable ladders shall be safely secured when not in use. (LAB 1403.32)

10. Machine Guarding

- (a) Machine guarding shall be provided to protect employees from hazards such as those created by point of operation, nip points, rotating parts, flying chips and sparks.
- (b) Machine guarding shall comply with the following requirements:

- (1) The guard shall be such that it cannot pose an accident hazard in itself.
- (2) Point of operation guarding devices shall be so designed as to prevent the operator from having any part of his/her body in the danger zone during the operating cycle.
- (c) Machines that require point of operation guarding shall include guillotine cutters, shears, alligator shears, power presses, milling machines, power saws, jointers, and forming rolls and calendars.
- (d) Special supplemental hand tools shall be used for placing and removing materials within the danger zone of the machine.
- (e) Except as allowed by (i) below, Guards shall be required within 7 feet of the floor or working platform to protect from the following machinery such as fan blades, belts, pulley, sprockets, chains, flywheels, shafting, shaft projections, gears, couplings, and rotating or reciprocating parts.
- (f) Flywheels protruding through a working floor shall be guarded.
- (g) Where both runs of horizontal belts are 7 feet or less from the floor or working surface, the guard shall extend at least 15 inches above the belt.
- (h) Safety sleeves shall be required to guard couplings with bolts, nuts, or set screws extending beyond the flange.
- (i) Belts, pulleys, and shafting located in rooms used exclusively for power transmission apparatus shall not be required to be guarded when the following requirements have been met:
 - (1) The basement, tower, or room occupied by transmission equipment is locked against unauthorized entrance.
 - (2) The route followed by the oiler is protected in such a manner as to prevent accidents.

(LAB 1403.36)

11. Machinery in a Fixed Location

Machines designed for a fixed location shall be securely anchored to prevent walking or moving, or designed in such a manner that they do not move in normal operation. (LAB 1403.37)

12. Saws

- (a) Band saws shall comply with the following requirements:
 - (1) All portions of band saw blades shall be enclosed or guarded except for the working portion of the blade between the bottom of the guide rolls and the table.
 - (2) Band saw wheels shall be fully enclosed according to the following requirements:
 - a. The outside periphery of the enclosure shall be solid.
 - b. The front and back shall be either, solid wire mesh or perforated metal.
- (b) Portable circular saws shall comply with the following requirements:
 - (1) All portable power-driven circular saws having a blade diameter greater than 2 inches shall be equipped with guards above and below the base plate or shoe.
 - (2) The lower guards shall cover the saw to the depth of the teeth, except for the minimum area required to permit the base plate to be tilted for bevel cuts, and shall automatically return to the covering position when the blade is withdrawn from the work.
- (c) Radial saws shall comply with the following requirements:
 - (1) Radial saws shall have an upper guard that completely encloses the upper half of the saw blade.
 - (2) The sides of the lower exposed portion of the blade shall be guarded by a device that shall automatically adjust to the thickness of the material and remain in contact with the material being cut.
 - (3) Radial saws used for ripping shall be equipped with a device that will prevent material from kicking back toward the operator and shall be properly adjusted.
 - (4) An adjustable stop shall be provided to prevent the forward travel of the blade beyond the table, or the position necessary to complete the cut in repetitive operations.
 - (5) Radial saws shall be installed so that the cutting head shall return to the starting position when released by the operator.

- (d) Swing or sliding cut-off saws shall comply with the following requirements:
 - (1) All swing or sliding cut-off saws shall be provided with a hood that shall completely enclose the upper half of the saw.
 - (2) Limit stops shall be provided to prevent swing or sliding type cut-off saws from extending beyond the front or back edges of the table.
 - (3) Each swing or sliding cut-off saw shall be provided with an effective device to return the saw automatically to the back of the table when released at any point of its travel.
 - (4) Inverted cut-off saws shall be provided with a hood that shall cover the part of the saw that protrudes above the top of the table or material being cut.
- (e) Table saws shall comply with the following requirements:
 - (1) Circular table saws shall have a hood over the portion of the saw above the table, with the hood mounted so that it shall automatically adjust itself to the thickness of and remain in contact with the material being cut.
 - (2) Circular table saws shall have a spreader aligned with the blade spaced no more than ½ inch behind the largest blade mounted in the saw. The provision of a spreader in connection with grooving, dadoing, or rabbeting shall not be required.
 - (3) Circular table saws used for ripping shall be equipped with a device that will prevent material from kicking back toward the operator and shall be properly adjusted.
 - (4) Feed rolls and blades of self-feed circular saws shall be protected by a hood or guard to prevent the hand of the operator from coming in contact with the in-running rolls at any point. (LAB 1403.54)

13. Stairs

- (a) Every flight of stairs having 4 or more risers shall be equipped with standard stair railings or standard handrails as specified below:
 - (1) On stairways less than 44 inches wide having one side open, at least one stair railing on the open side.
 - (2) On stairways less than 44 inches wide having both sides open, one stair railing on each side.
 - (3) On stairways more than 44 inches wide but less than 88 inches wide, one handrail on each enclosed side and one stair railing on each open side.
- (b) A stair railing shall be not more than 34 inches nor less than 30 inches from the upper surface of the top rail to the surface of tread in line with the face of riser at the forward edge of tread.
- (c) Riser height and tread width shall be uniform throughout any flight of stairs.
- (d) Hollow pan-type metal stairs shall be filled to the level of the nosing with solid material.
- (e) Fixed stairs shall be provided for access from one structure level to another where operations necessitate regular travel between levels and for access to operating platforms at any equipment that requires attention routinely during operations. Fixed stairs shall also be provided where access to a raised structure or floor is traveled daily or at each shift where such work might expose employees to harmful substances, or for which purposes that carrying of tools or equipment by hand is normally required.
- (f) Spiral stairways shall be prohibited except for special limited usage and secondary access situations where it is not practical to provide a conventional stairway.

14. Woodworking Machinery

- (a) All woodworking machinery such as table saws, swing saws, radial saws, band saws, jointers, tenoning machines, boring and mortising machines, shapers, planers, lathes sanders, and veneer cutters, shall be effectively guarded to protect the operator and other employees from hazards inherent to their operation.
- (b) A power control device shall be provided on each machine to make it possible for the operator to cut off the power to the machine without leaving his/her position at the point of operation.
- (c) Power controls and operating controls shall be located within easy reach of the operator while he/she is at his/her regular work location, making it unnecessary to reach over the cutter to make

adjustments. This shall not apply to constant pressure controls used only for setup purposes.

- (d) Each operating treadle shall be protected against unexpected or accidental tripping.
- (e) Disconnect switches shall be capable of being locked or tagged in the off position.
- (f) On applications where injury to the operator might result if motors were to restart after a power failure, provision shall be made to prevent machines from automatically restarting upon restoration of power. (LAB 1403.70)

Facilities Inspections

The Joint Loss-Safety Committee is responsible for conducting periodic inspections and reporting all findings to the facilities director. Inspections of the school building, grounds, processes, and equipment are to be conducted regularly, but at a minimum, annually.

Recordkeeping Guidelines for Inspections are as follows.

- A. Document the inspection. At a minimum, record:
 - 1. Inspection date.
 - 2. Name of person(s) who conducted the inspection.
 - 3. Location/piece of equipment inspected.
 - 4. List of findings, both positive and negative.
 - 5. Any action taken.
 - 6. List of recommendations for further action.
- B. File the inspection reports with the minutes of the Joint Loss-Safety Committee.

In addition, all employees have the responsibility to note physical and operational hazards and conditions in the workplace. As outlined in Section 3: Responsibilities, they also are expected to take action to correct these observed conditions and actions. When unsatisfactory conditions are observed, the person or persons making the observation should:

- 1. Take any action necessary to prevent further injury, such as removing substance or objects that caused the injury.
- 2. Report the problem and any action taken to the principal.

The principal will then direct custodial staff to take appropriate steps to permanently correct the hazard.

Section 6: DISCIPLINARY POLICY

Disregard for safety and health rules and regulations are treated in the same manner as disregard for other employment rules. Employees failing to observe safety and health rules may be subject to disciplinary action up to and including dismissal.

Section 7: ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

A workers' compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are specific State requirements for reporting these injuries that are summarized in this section.

Within 8 hours after its occurrence, an employment accident which is fatal to one or more employees or which results in the hospitalization of 3 or more employees shall be reported to the commissioner of labor. Notification may be given by telephone by calling (603) 271-3176, or 271-6850.
(DOL Administrative Rules for Safety and Health LAB 1403.04)

The procedures for accidents and accident reporting are to be reviewed in September by the principal, with the staff of the school.

Employee injuries must be reported immediately to the school nurse if they occur during school hours. The school nurse is trained in first aid and has supplies to address injuries. The nurse is responsible for contacting an ambulance if necessary. The nurse informs the school principal of injuries. Injuries occurring during afterschool or evening activities should be reported to the school nurse the following day. Injuries during summer school should be reported to the superintendent's office. (Board Policy EBBC: Emergency Care And First Aid)

All accidents judged to be other than minor require an accident report to be filled out and filed with the principal within 24 hours of the incident. If the incident is one involving a school employee, the school principal or designee will complete the Workers' Compensation Employee Report of Injury for dissemination by the SAU Office. The school principal or designee will keep and maintain a first aid log per the NH Department of Labor.

If the incident is one involving the use of an Automated External Defibrillator (AED), the school nurse, or his/her designee, shall report all instances of the AED use with the New Hampshire Department of Safety. Incident report forms are available at the following website:
www.state.nh.us/safety/ems/aed_public_registry_packet.pdf

Investigating

The principal or his/her designee shall investigate all accidents and incidents that occur to determine what happened, why it happened, and how to prevent a recurrence. An accident investigation report should be completed if the accident is serious in nature, or had the potential to cause serious injury.

Guidelines for Conducting Investigations:

1. Investigate and secure the scene as soon as possible after the accident/incident noting the environment, conditions, location of equipment, physical objects, and witnesses. Make notes, draw sketches, and photograph as needed.
2. Interview witnesses soon after the accident so that the facts will be accurate.
3. Interview the victim when the timing is right. Be sensitive to his/her physical and emotional condition.
4. Make objective recommendations to prevent similar occurrences.

Record Keeping

- A. An annual log of all workplace injuries and illnesses, for which an employer's first report of injury is submitted to the department of labor, shall be kept at the place of employment and made available to a safety inspector upon request.
- B. Employers having existing records or logs of injuries and illnesses, required by other agencies, may provide them to meet this requirement.
- C. The log shall include, at a minimum, the following information:
 1. Date of injury.
 2. Name of employee.

3. Occupation of employee.
4. Description of the injury or illness.
5. Whether lost time was involved.
6. The date employee returned to work. (LAB 1403.49)

Section 8: TRAINING REQUIRMENTS FOR SAFETY AND HEALTH

The school understands that a well-trained, healthy, fit employee is not only more productive, but is also less likely to get hurt. Specific safety training will be provided, along with the training that allows each employee to perform his/her duties as effectively and safely as possible.

The superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse is not available, the person who has the current first aid and CPR certification is authorized to administer first aid and CPR as needed.

Employees may be asked to complete a form that indicates completion and understanding of training that is provided.

All new employees receive training to help them understand their responsibilities in the workplace, including responsibilities relating to safety and health. All new employees will be provided with a copy of their job description and required abilities. Follow-up training serves several purposes, and will be provided. Primarily, it serves as an effective means of reinforcing positive, safe work methods and habits. In addition, it can be used to reintroduce employees who have been out of work for an extended period of time back into the work routine.

Right to Know

It is the responsibility of the principal to keep a material safety data sheet (MSDS) on all toxic substances used in the workplace “so as to provide their employees with all available information concerning the nature of the toxic substances to which such employees may be exposed during the course of their employment.” (RSA 277-A: 2) The principal shall maintain an up-to-date MSDA binder in the school's office and provide the same to SAU 13. This binder will contain an MSDA sheet for each toxic substance used in the school.

During their first month, new custodial staff will receive training on the substances recorded in the MSDS binder, as to health effects and risks from exposure, proper precautions (including handling practices, necessary personal protective equipment and other safety precautions), and emergency procedures for spills, fire, disposal and first aid. Nursing, science and art staff will also be trained on the proper use and labeling of toxic substances in their programs.

For all employee training provided, the following information will be maintained in compliance with applicable laws:

1. Brief description of the topic.
2. Date of training.
3. Name and affiliation of instructor.
4. List of attendees.
5. Forms indicating completion and understanding of the training.

Section 9: EMERGENCY EVACUATION AND RESPONSE PLANS

The school's Emergency Operations Plan (EOP) assists in the development and maintenance of emergency response capabilities for the school in the event of an emergency situation. The plan describes the capabilities of the school and the information necessary to request additional assistance from the community as required to mitigate the impact. This plan will be developed in coordination with local emergency officials. The EOP will be designed for school and local emergency officials to work together to respond to an emergency situation. (Board Policies: EBCA & EBCA-R – Emergency Plans; EBCB – Fire Drills; and EBCB-R – Fire Exit Drills In Educational Occupancies)

School guidelines and procedures for dealing with existing and potential school incidents are defined and outlined using an organized, systematic method for mitigation, prevention, preparation, response, and recovery. Faculty and staff receive training to assess the seriousness of incidents and respond according to established procedures and guidelines. Specific hazards and threats include:

- Fire, smoke from a fire, or detection of a gas odor
- Weather such as severe thunderstorm, tornado, or flooding
- Hazardous materials
- Medical emergency such as injury, illness, or death
- Intruder

Each classroom has a classroom emergency management guide covering what to do for Drop and Cover, Shelter in Place, Facility Lock Down, Evacuation, Reverse Evacuation, and Scan in Place. Fire and facility lock-down drills are held monthly in the school.

A copy of the full plan will be available at the school office and at the superintendent's office.

Section 10: SAFETY AND HEALTH COMMUNICATIONS

Employees are encouraged to suggest safety and health changes to school administration or their immediate supervisor so that the school maintains the safest environment possible for its employees.

Employees may download and read the safety program posted on the school website at:

<http://freedomel.weebly.com/>. The agenda and minutes of safety/joint loss meetings shall be posted there as well.

The school periodically posts health signs and posters to remind employees to follow best practices relating to health and safety at the workplace.

Section 11: WORKPLACE VIOLENCE

Workplace violence can strike anywhere, anytime, and no one is immune. According to NIOSH director Linda Rosentock, M.D., M. P.H., "No single strategy for preventing occupational violence will ever fit all workplaces. Employers and workers should develop and pursue the mix of actions most appropriate for the specific circumstances."

Factors that may increase the risk of violence for some workers are:

1. Exchanging money with the public.
2. Working alone or in isolated areas.
3. Working after hours in the evening.

The following are strategies to reduce the risk of workplace violence:

1. Engineering Controls – prudent cash-handling procedures to discourage would-be assailants.
2. Administrative Controls – Establish policies and work practices aimed at maintaining a safe working environment that covers all workers, clients, visitors and anyone else who can come in contact with employees.
3. Training – Provide employees with the knowledge to anticipate, recognize, and respond to conflict and potential violence in the workplace.

APPENDIX

For further information, refer to state regulations and statutes and school board policies listed below.

STATE REFERENCES

LAB 1400: Administrative Rules for Safety and Health
RSA 281-A: Workers' Compensation
RSA 277: Safety and Health of Employees

New Hampshire Statutes can be accessed at <http://www.gencourt.state.nh.us/rsa>

BOARD POLICY CROSS REFERENCES

FSB Policy EB (Joint Loss Management Committee)
FSB Policy EBB (Safety Procedures/Safe Schools Committee)
FSB Policy EBBC (Emergency Care And First Aid)
FSB Policies EBCA & EBCA-R – Emergency Plans
FSB Policy EBCB – Fire Drills
FSB Policy EBCB-R – Fire Exit Drills In Educational Occupancies
FSB Policy EI (Risk Management)
FSB Policy EIB (Liability Insurance And Pooled Risk Management)

Copies of school board policy are accessible via the school website at:

<http://freedomel.weebly.com/policies.html>