

PERSONNEL

Section 6 Safety

A. Safety Commitment

ESU #13 is committed to providing and maintaining a safe and healthy work environment. The administration is to make the safety of employees an integral part of the management function. Each employee is to make safety an integral part of their duties by following established safety regulations and procedures, assisting in accident prevention activities by reporting any job-related injury to the administration immediately, reporting unsafe conditions immediately, and providing suggestions to eliminate accidents and injuries. Failure to follow safety rules may lead to disciplinary action up to and including termination.

B. Safety Committee

Safety and health management is the ultimate responsibility of the Board. Functional authority for continued development and implementation of health and safety is hereby delegated to the Administrator or the Administrator's designee. The Administrator or designee will establish a Safety Committee as required by law.

It is the intention of the Safety Committee at ESU #13 to assist employees and administration in providing a safe working atmosphere in the job tasks and service provided to clientele. The committee does not possess any authority in making decisions with regard to budget, employee discipline, repairing or replacing facility equipment or structures, nor does the committee take responsibility in employee failure to comply with policy and procedures. The committee will make recommendations in each of these areas and express any concerns to the administrator, board, or pertinent supervisors and it shall be the responsibility of these persons to act or consider these recommendations. The committee will keep all matters pertaining to specific employees (i.e., review of injuries or reports, complaints, etc.) in strict confidence.

Functions of the ESU #13 Safety Committee include:

- Establish procedures for handling suggestions and recommendations of the committee.
- Inspect the facility regularly to ensure the facility is in compliance with safety practices. This includes hazardous chemicals, wastes, cleaning procedures, equipment, appliances, electrical equipment, and facility hazards. The purpose of the inspection is to detect any hazards or recommend any corrective action. Inspection of the facility and grounds must occur every three months while school is in session.
- Conduct regular meetings. Meeting must be held four times a year while school is in session.

- Conduct inspections and/or interviews in response to complaints regarding safety and health issues.
- Investigate accidents or near accidents and recommend any means to prevent recurrence.
- Recommend changes or additions to improve any personal protective equipment.
- Develop or revise rules to comply with current safety and health standards.
- Promote safety and health training to employees.
- Keep the Administrator and board members informed of any committee business.
- Establish, revise, and evaluate the ESU #13 Emergency Prevention and Response Plan on a yearly basis.

Legal Reference:	Nebraska Statutes: §48-443 to §48-445
Date of Adoption:	April 21, 2020
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C. Asbestos

In compliance with the Toxic Substances Control Act, it shall be the policy of ESU #13 to follow the Asbestos Hazard Emergency Response Act (AHERA) regulations concerning the inventory and management of asbestos containing materials within the buildings on the ESU #13 premises as follows:

1. Appoint and train a designated person who will be responsible for the management of all asbestos-related activities.
 - a. Ensure that inspections, re-inspections, periodic surveillance, and response actions are completed in accordance with regulations.
 - b. Inform workers and occupants of AHERA activities annually.
 - c. Supply proper notification of asbestos locations to short-term outside contractors/workers.
 - d. Post all required warning labels.
 - e. Notify all employees, parents/guardians, and the public in general that there is an asbestos management plan, which can be reviewed upon request.
 - f. Maintain complete up-to-date records relating to the following activities:
 - 1) All asbestos-related training.
 - 2) All renovation, remodeling or demolition that may involve asbestos.
 - 3) All asbestos abatement activities including operations and maintenance, encapsulation, encasement and removal.
 - 4) All disposal manifests and records of disposed asbestos.
 - 5) All notifications to parents/guardians, employees and students regarding the presence of asbestos.
 - 6) All art procedures, which may involve asbestos contact.
 - g. Ensure that all employees under the direction of the designated person are completely knowledgeable of the respiratory protection requirements, that

they wear the appropriate respiratory equipment according to instruction, and that they maintain the equipment in a clean and operable condition.

- h. Select and approve respirators, replacement respirator filters, prefilters, and other necessary replacement parts.
- 2. Ensure that all members of the maintenance and custodial staff receive training prior to conducting activities that may disturb asbestos.
- 3. Ensure that all maintenance employees who are hired after the implementation plan be trained within sixty (60) days after the commencement of employment.
- 4. Maintain a complete up-to-date copy of the management plan in the Administrative Offices.

Legal Reference:	15 U.S.C. §2601 et seq. (1976). The Toxic Substances Control Act of 1976; Asbestos Hazard Emergency Response Act of 1986 (AHERA)
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