



**Proposal  
For  
Environmental/Occupational  
Health & Safety Management**

**Presented to**

**Badger Public School**

**May 12, 2026**

**Presented by**

**Northwest Service Cooperative  
114 First St. West  
Thief River Falls, MN 56701  
218-681-0900  
[www.nw-service.k12.mn.us](http://www.nw-service.k12.mn.us)**

The Northwest Service Cooperative is pleased to provide the following proposal to provide Environmental and Occupational Health & Safety Management (E/OHS).

What makes the Service Cooperative partnership work? An unbeatable combination of service and cost savings that are provided to its members. The cooperative effort has provided the ability to minimize cost, problems and avail members of the expertise required for specific problems. The Northwest Service Cooperative provides its members with needed analysis of these programs, required reporting forms, necessary record keeping procedures, summary audit reports and access to corrective actions as needed.

Under the proposed agreement, NWSC will provide solutions to environmental and occupational health and safety related problems that are: *administered on site, affordable, guaranteed and insured.* **NWSC will visit the district on a monthly basis.**

The following programs will be included with in the agreement:

Employee Right-to-Know	Asbestos
Personal Protective Equipment	Hazardous Waste
Laboratory Standard	Bloodborne Pathogens
AWAIR	Community Right-to-Know
Emergency Action Plan	Indoor Air Quality
Hearing Conservation	Integrated Pest Mgmt
Respiratory Protection	Hoist Lift
Confined Space Entry	Welding, Cutting or Brazing
Lockout/Tagout	Electrical Safety
Compressed Gas Safety	Forklift Safety
Lead in Water	Machine Guarding
Radon	
Underground Storage Tanks	

For questions or comments contact:

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Health & Safety Coordinator  
218.681.0895

### Insurance

The Northwest Service Cooperative carries professional and general liability insurance. A certificate shall be provided to Badger Public School for the following amounts of coverage:

General Liability - "A" rated

BI & PD Combined Occurrence	\$2,000,000
BI & PD Combined Aggregate	\$2,000,000
Personal Injury	\$1,000,000

Guarantee

The Northwest Service Cooperative will conduct the activities required for the proposed programs with care and diligence.

The Northwest Service Cooperative agrees that if a client receives regulatory fines for errors or omissions directly and solely attributable to NWSC, NWSC will pay for the regulatory fines and reserves the right to contest the violations with the regulatory agency.

Building Owner Covenants

Building owner agrees to provide the following:

- a. Contact person for various programs
- b. Office space, use of phone and office equipment
- c. As built drawings
- d. Rooms conducive for employee training

## **E/OHS MANAGEMENT PROGRAM: Proposed Services**

### **Asbestos**

#### **Responsibilities:**

##### **Northwest Service Cooperative**

- †Identify current designated person; ensure designated person is AHERA-trained.
- †If DP is not a district employee, identify local Contact Person representing school.
- †Review and update existing Asbestos Management Plan.
- †Develop and disseminate annual written notification.
- †Establish a General Work Order System and Asbestos Work Order System.
- †Establish Work Practice Standard Operating Procedures.
- †Establish Emergency Response Procedures.
- †Establish respiratory protection program component for asbestos.
- †Provide 6 months Periodic Surveillance of asbestos.
- †Maintain and up date the asbestos inventories.
- †Maintain all records of asbestos events, per OSHA and AHERA.
- †Establish and implement Medical Monitoring and Surveillance Program.
- †Schedule response action implementation.
- †Provide liaison with Project Designer for those projects, which exceed 3 feet.
- †Provide and post Hazardous Warning labels in routine maintenance areas.
- †Provide 2-hour Asbestos Awareness Training, necessary for all Maintenance/Custodial persons.
- †Perform Three Year Reinspection no later than July 9, 2010.
- †Review program and obtain school board approval at least annually.

##### **District:**

- †Develop and disseminate annual written notification.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57Subd. 1.

### **Underground Storage Tanks (UST) and Above Ground Storage Tanks (AST)**

#### **Responsibilities:**

##### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for each UST and AST.
- †Identify school district Contact Person(s) for each UST and ASTs.
- †Ensure all USTs above 110 gallons are MPCA-registered.
- †Ensure all AST installations which are used for combustibile materials are reviewed by a fire marshal.
- †Develop and implement release detection (e.g. tightness testing) plans for all USTs (also fuel oil).
- †Conduct leak detection testing at frequent intervals for USTs if electronic monitors available.
- †Produce and submit reports to agencies necessary for compliance (e.g. MPCA tank registration).
- †Review updates on regulatory standards and reporting requirements.
- †Provide and maintain inventory control forms.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **District**

- †Conduct leak detection testing at frequent intervals for USTs if electronic monitors available.
- †Present program review to School Board at least annually.
- †Provide and maintain inventory control forms.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Infectious Waste (exclusive of Bloodborne Pathogens, if any)**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management plans for infectious waste, if any.
  - †Note: blood or other potentially infectious materials are covered under Bloodborne Pathogen
- †Identify school district Contact Person(s) for infectious waste management.
- †Identify sources of infectious waste in each facility.
- †Review current infectious waste handling procedures.
- †Review current internal traffic procedures.
- †Review current external transportation/disposal of infectious waste.
- †Evaluate current infectious waste record keeping products and procedures (including archiving).
- †Respond to regulatory agency correspondence, guidelines and recommendations, guidelines and recommendations.
- †Provide updates on regulatory changes and new developments.
- †Provide annual training.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Playground Safety**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Identify school district Contact Person(s) for each playground.
- †Conduct periodic site review and management plan update (at least annually).
- †Present program review to School Board at least annually.
- †Conduct audit of district outdoor playground facilities for purpose of identifying equipment and site-related hazards referenced in the Consumer Products Safety Commissioner's (CSPC) current guidelines. See Consumer Product Safety Commission website [www.cpsc.gov](http://www.cpsc.gov) for more information. Also, see ASTM F 1487 – 95 "Standard Consumer Safety Performance Specification for Playground Equipment for Public Use."
- †Develop, implement and maintain equipment maintenance checklists.
- †For H&S funding, inspection by Nat'l Recreation and Park Association "Certified Playground Safety Inspector" is required. To be conducted under a separate proposal.
- †Review updates on regulatory, guidance standards and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **District**

- †Present program review to School Board at least annually.
- †Conduct audit of district outdoor playground facilities for purpose of identifying equipment and site related hazards referenced in the Consumer Products Safety Commissioner's (CSPC) current guidelines. See Consumer Product Safety Commissions website [www.cpsc.gov](http://www.cpsc.gov) for more information. Also see ASTM F 1487 – 95 "Standard Consumer Safety Performance Specification for Playground Equipment for Public Use".
- †Develop, implement and maintain equipment maintenance checklist.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Emergency Action Plan**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Review written Management plans for each school for each type of emergency:  
Fire, utility disaster, natural disaster, civil/bomb threat, and as outlines in MN Executive Order 93-97 and 1999 Model Crisis Management Plan.
- †Identify school district Contact Person(s) for each emergency plan.
- †Survey the facility to determine the facility's ability to provide safe egress or safe shelter.
- †Inspect fire extinguishers, fire blankets, and emergency lights monthly.
- †Train affected employees.
- †Review Written Plan as needed, and update (at least annually).
- †Develop and implement written record keeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †"...Cooperate with local government authorities to ensure the preparation of plans for the protection of students in an emergency. These plans should include sheltering students in schools, or evacuating them to their homes, as well as using the schools as congregate care centers in support of emergency operations." – MN Executive Order 93-27 pp 8.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Develop Emergency Action Plan procedures and routes per OSHA standard 29 CFR 1910.38. NWSC will review EAP procedures and routes.
- †"...Cooperate with local government authorities to ensure the preparation of plans for the protection of students in an emergency. These plans should include sheltering students in schools, or evacuating them to their homes, as well as using the schools as congregate care centers in support of emergency operations." – MN Executive Order 93-97 pp.8.
- †Post evacuation or shelter routes and locations, in each classroom, office or assembly area. Route(s) should be shown drawn on 8x11 scale building map, preferably color-coded.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## Lead in Water

### Responsibilities:

#### Northwest Service Cooperative

- †Develop and implement a Written Management plan for all drinking water taps.
- †Identify school district Contact Person(s) for Lead in Drinking Water.
- †Implement MDH Lead in School Drinking Water Guidance Manual provisions.
- †Survey each facility to determine the facility's drinking water taps and fixtures.  
Note- actual testing shall be identified as a separate project.
- †Conduct water sampling as provided for under MDH and US EPA rules and guidelines. NWSC will provide Lead in Water testing under a separate proposal.
- †Ensure replacement faucets and hardware meet current NSF lead-free criteria. Review updates on regulatory standards, reporting requirements and new developments.
- †Maintain all compliance documentation.
- †Provide all record keeping activities.
- †Train affected employees.
- †Review Written Plan as needed, and update (at least annually).
- †Develop and implement written record keeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### District

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## Radon

### Responsibilities:

#### Northwest Service Cooperative

- †Develop and implement a Written Management Plan for Radon identification and remediation.
- †Identify school district Contact Person(s) for Radon.
- †Implement current US EPA/MDH Radon Gas testing guidance criteria
- †Coordinate diagnostics and mitigation of elevated radon.
- †Conduct Radon sampling as provided for under MDH and US EPA rules and guidelines.  
Note: NWSC will provide radon testing under a separate proposal
- †Review updates on regulatory standards, reporting requirements and new developments.
- †Maintain all compliance documentation: maintain documentation of testing.
- †Develop and implement written record keeping procedures.
- †Train affected employees.
- †Respond to regulatory agency correspondence guidelines and recommendations.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### District

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## Hazardous Waste

### Responsibilities:

#### Northwest Service Cooperative

- †Develop and implement a Written Management Plan for Hazardous Waste. These are defined as wastes, which are **toxic, combustible, corrosive or reactive**.
- †Identify school district Contact Person(s) for Hazardous Waste.
- †Review Written Plan as needed, and update (at least annually).
- †Identify facility hazardous waste streams by functional areas and by waste stream types.
- †Examine facility hazardous waste product generation potential.
- †Identify actions that minimize or eliminate hazardous waste generation.
- †Develop containerization and labeling procedures.
- †Review current handling and storage procedures.
- †Implement proper waste disposal procedures. Complete disposal manifests.
- †Acquire EPA generator number and MPCA annual permit for **each building generating hazardous waste**.
- †Train affected employees. Provide annual training according to **VSQG** or **SQG** criteria.
- †Monitor or provide updates on regulatory changes and new developments. Review updates on regulatory standards, reporting requirements and new developments.
- †Develop and implement written record keeping procedures-maintain all compliance documentation.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### District

- †Evaluate boiler and other stack emissions to air with respect to current MPCA stack emissions standards. NWSC will assist District with stack emissions standards.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- †Evaluate boiler and other stack emissions to air with respect to current MPCA stack emissions standards.

## Community Right to Know (when applicable)

### Responsibilities:

#### Northwest Service Cooperative

- †Develop and implement a Written Management Plan for Community Right to Know.
- †Identify school district Contact Person(s) for Community Right to Know.
- †Review Written Plan as needed, and update (at least annually).
- †Survey facility for hazardous materials in reportable quantities.
- †Develop and maintain hazardous materials collection and storage procedures.
- †Review invoices of CRTK-reportable materials for quantity verification.
- †Initiate in-house reporting procedure(s).
- †Prepare notification correspondence/reports to State Emergency Response Commission and local emergency planning committee (frequently the district's local fire department).
- †Train affected employees. Provide annual training.
- †Develop and implement CRTK-recordkeeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations, (i.e. MN Emergency Response Commission).
- †Provide updates on regulatory changes and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

### **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

## **Department of Labor and Industry (OSHA) Requirements OSHA Inspections**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Participate in OSHA review of facility and provide management activity for programs.
- †Assist District with E/OhS funding application (DCFL Attachment #99).
- †Work with third party inspectors such as insurance groups.
- †For information on all OSHA standards, go to [www.osha.gov](http://www.osha.gov) and click on the "search" button.

### **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

## **Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Accident and Injury Reduction-AWAIR.
- †Develop procedures that outline how managers, supervisors and employees are responsible for implementing the written program and how continued participation of management will be established, measured, and maintained.
- †Identify school district Contact Person(s) for Accident and Injury Reduction Program.
- †Review Written Plan as needed, and update (at least annually).
- †Develop and implement a Written Plan for OSHA-mandated Safety Committees.
- †Identify and document methods of how the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls.
- †Develop and document procedures for investigation of work place accidents and corrective action.
- †Develop and document procedures that outline how safe work practices and rules will be enforced.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

### **District**

- †Develop procedures that outline how managers, supervisors and employees are responsible for implementing the written program and how continued participation of management will be established, measured, and maintained.
- †Develop and document procedures that outline how safe work practices and rules will be enforced.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- †Conduct safety committee meetings, at least quarterly, to identify and eliminate workplace safety hazards. Develop and document methods used to identify, analyze, and control new or existing hazards.

## **First Aid/CPR**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop and implement a Written Management for First Aid/CPR.
- ‡Identify school district Contact Person(s) for First Aid/CPR.
- ‡Determine time for arrival of first aid providers (outside and in-house). Per MNOSHA CPL 2-2.53, **first aid must be available within 8 minutes from any site, including travel time.**
- ‡Review Written Plan as needed, and update (at least annually).
- ‡Survey facility for First Aid/CPR needs.
- ‡Develop and implement program to provide First Aid Kits (kits not eligible for H & S funding).
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ‡Provide First Aid/CPR/AED Training as required, or contract for services (not eligible). NWSC will assist district in attaining training through local provider.

## **Lockout/Tagout**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop and implement a Written Management Plan for Lockout/Tagout, encompassing OSHA standard 29 CFR 1910.147.
- ‡Identify school district Contact Person(s) for Lockout/Tagout.
- ‡Review Written Plan as needed, and update (at least annually).
- ‡Survey the facility to identify energy potential physical hazards that require lockout/tagout.
- ‡Review current Lockout/tagout procedures.
- ‡Train affected employees on proper Lockout/Tagout methods and techniques.
- ‡Identify and procure Lockout/Tagout locks, tags and other devices.
- ‡Evaluate Lockout/Tagout record keeping products and procedures.
- ‡Respond to regulatory agency correspondence, guidelines and recommendations.
- ‡Monitor or provide updates on regulatory changes and new developments.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ‡Provide Lockout Tagout equipment.

## Compressed Gas

### Responsibilities:

#### Northwest Service Cooperative

- †Develop a written Compressed Gas Plan encompassing OSHA standard 29 CFR 1910.101.
- †Identify school district Contact Person(s) for Compressed Gas.
- †Review Written Plan as needed, and update (at least annually).
- †Survey the facility to determine compressed gas applications.
- †Review current compressed gas safety procedures.
- †Identify compressed gas toxic and physical hazards.
- †Evaluate compressed gas application to determine if confined space rules apply.
- †Determine need for metering equipment/supplies (i.e. CO, CO<sub>2</sub>, O<sub>2</sub>, SO<sub>2</sub>, and H<sub>2</sub>S).
- †Train affected employees on proper compressed gas methods and techniques.
- †Monitor compressed gas record keeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Monitor or provide updates on regulatory changes and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### District

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## Employee-Right to Know – Hazard Communication

### Responsibilities:

#### Northwest Service Coop

- Develop and implement a written management plan for Minnesota employee right-to-know (ERTK), in compliance with OSHA standard 29 CFR 1910.1200, and Minnesota Rules 5206.
- Minnesota has adopted the revised HazCom standard that will be enforced by June 1, 2016.
- Identify school district contact person(s) for ERTK.
- Review written plan as needed, and update (at least annually).
- Identify hazard communications functional areas (e.g., kitchen, shops, art, maintenance).
- Survey the facility to identify chemical, heat, noise, radiation and infectious agents hazards. Review at least annually.
- Review and update current ERTK standard operating procedures.
- Perform initial and annual functional area training. As part of the transition to the revised HazCom standard, training must be provided to employees on the new global harmonizing system labeling and safety data sheet format by December 1, 2013.
- Minnesota employee right-to-know will retain requirements for harmful physical and infectious agents, and the need for annual training. Please visit the Occupational Safety and Health Administration (OSHA) website (<http://www.osha.gov/dsg/hazcom/index.html>) for more information on the revised standard and GHS system requirements.
- Provide all record-keeping activities and procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.

#### District

- Safety Data Sheet (SDS) acquisition, compilation and distribution. Ideally, SDS would be available in each affected department. The new global harmonizing system labeling requirements must be

complied with by June 1, 2015.

- Perform chemical inventory. Update at least annually. Ideally, chemical inventory would be available with SDSs in each affected department.
- Review program and obtain school board approval at least annually.
- Monitor use and labeling on Secondary Use Containers

## **Personal Protection Equipment**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- † Develop and implement Written Personal Protective Equipment Plan, in compliance with 1910.132 through 1910.140. Specific organs targeted for protection are hands, feet and face.
- † Identify school district Contact Person(s).
- † Review Written Plan as needed, and update (at least annually).
- † District must survey the facility to identify unsafe, hazardous processes to hands, feet and face, per standards.
- † Perform initial and annual functional area training.
- † Monitor usage, storage and maintenance practices of employees to ensure adequacy of program.
- † Provide all record keeping activities and procedures.
- † Respond to regulatory agency correspondence, guidelines and recommendations.
- † Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- † Provide personal protective equipment as deemed appropriate for the identified hazards.
- † Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Laboratory Safety Standard – Chemical Hygiene Plan Mandatory where science labs exist**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- † Develop and implement a Chemical Hygiene Plan (CHP) for all laboratories, per OSHA under the Laboratory Safety Standard, 29 CFR 1910.1450.
- † Identify school district Chemical Hygiene Officer to administer the Plan (mandatory).
- † Review Written Plan as needed, and update (at least annually).
- † Survey labs to identify potential chemical exposure hazards.
- † Review current Chemical Hygiene Plan standard operating procedures.
- † Evaluate chemicals against lab projects for necessary acquisition and quantities. Consider disposal of non-essential chemicals.
- † Develop and document routine chemical handling, bulk dispensing procedures, storage and disposal procedures.
- † Evaluate engineering controls (e.g. ventilation, chemical storage).
- † Train affected employees on proper Chemical Hygiene Plan methods and techniques.
- † Respond to regulatory agency correspondence, guidelines and recommendations.
- † Monitor or provide updates on regulatory changes and new developments.
- † Complete fume hood/exhaust ventilation survey. Post results on hood.
- † Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **District**

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ‡Develop and document Laboratory Safety record keeping procedures.

## **Confined Space Standard**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop and implement a Written Management Plan for Confined Spaces encompassing the new OSHA standard (M.R. 5205.1040 has been replaced with 1910.146).
- ‡Identify school district Contact Person(s) for Confined Spaces.
- ‡Review Written Plan as needed, and update (at least annually).
- ‡Identify Confined Space Entry hazards. Survey the facility to determine all permit and non-permit confined spaces.
- ‡Review current Confined Space Entry Procedures (CSEP).
- ‡Procure and use proper ventilation, communication, personal protective and gas testing equipment, as needed (identify this equipment as separate health and safety projects).  
Note: NWSC will make recommendation for equipment under this section; district purchases equipment.
- ‡Train affected employees on proper Confined Space Entry methods and techniques.
- ‡Develop and maintain Confined Spaces record keeping procedures.
- ‡Evaluate Confined Space record keeping products and procedures.
- ‡Respond to regulatory agency correspondence, guidelines and recommendations.
- ‡Monitor or provide updates on regulatory changes and new developments.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- ‡Procure and use proper ventilation, communication, personal protective and gas testing equipment, as needed (identify this equipment as separate health and safety projects).  
Note: NWSC will make recommendation for equipment under this section; district purchases equipment.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Hearing Conservation**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop and implement a Written Management Plan for Hearing Conservation 29 CFR 1910.95.
- ‡Identify school district Contact Person(s) for Hearing Conservation.
- ‡Review Written Plan as needed, and update (at least annually).
- ‡Identify Hearing Conservation hazards. Survey the facility to determine all noise hazards.
- ‡Develop, implement and monitor good Hearing Conservation practices and procedures.
- ‡Train affected employees on proper Hearing Conservation methods and techniques.
- ‡Respond to regulatory agency correspondence, guidelines and recommendations.
- ‡NWSC to conduct random sound mentoring.
- ‡Monitor or provide updates on regulatory changes and new developments.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- †Provide hearing protection devices to affected employees.

## **Respiratory Protection Standard**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Respiratory Protection, encompassing OSHA 1910.134 and Federal Register (63 FR 1152, January 8, 1998).
- †This website addresses respirators further: [http://www.osha-slc.gov/SLTC/respiratory\\_advisor/oshaf/files/require.html](http://www.osha-slc.gov/SLTC/respiratory_advisor/oshaf/files/require.html)
- †Identify school district Contact Person(s) for Respirator Protection.
- †Review Written Plan as needed, and update (at least annually).
- †Survey, identify and document work practices that require respirator protection.
- †Evaluate and quantify when necessary the exposure potential of work practices.
- †Review current respiratory protection practices and procedures.
- †Training respirator users on the provisions of the Written Respiratory Protection Program and on the respirators they use.
- †Provide respirator fit test. District to provide pulmonary function tests for workers who wear respirators.
- †Develop, document and monitor compliance with record keeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Monitor or provide updates on regulatory changes and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **District**

- †Provide respirator fit test. District to provide pulmonary function tests for workers who wear respirators.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Bloodborne Pathogen Standard – Exposure Control Plan**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Bloodborne Pathogen-Exposure Control Plan encompassing OSHA standard 29 CFR 1910.1030. See also website <http://cfl.state.mn.us/BLOOD/BLOOD1.HTM>.
- †Identify school district Contact Person(s) for Bloodborne Pathogen.
- †Review Written Plan as needed, and update (at least annually).
- †Survey the facility to identify job categories in which employees may be at risk to exposure (Exposure Control Plan exposure determination). **Document this process.**
- †Provide Hepatitis B vaccinations to **eligible** employees, not all school employees.
- †Train affected employees on proper specific and universal precaution methods and techniques.
- †Determine valid exposure incidents. Record and report on "First Report of Injury" for proper insurance treatment.
- †Evaluate Bloodborne Pathogen record keeping products and procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Monitor or provide updates on regulatory changes and new developments.

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1. For employees identified because they are first aid responders, ensure these individuals are provided first aid training (Red Cross training recommended).
- ‡Develop and implement program to provide Exposure Control Kits (e.g. gloves, masks, gowns, etc. – kits are eligible for H&S funding, but as a separate project). NWSC will develop a recommended list; district responsibility to purchase and distribute kits.
- ‡Pre or post-exposure evaluation is an approved expenditure under Health and Safety, to the extent of determining if a person is or is not infected, and the type of the disease(s) (e.g. HIV, HBV and HCV).

### **District**

- ‡Survey the facility to identify job categories in which employees may be at risk to exposure (Exposure Control Plan exposure determination). **Document this process.**
- ‡Determine valid exposure incidents. Record and report on "First Report of Injury" for proper insurance treatment.
- ‡Develop and implement program to provide Exposure Control Kits (e.g. gloves, masks, gowns, etc. – kits are eligible for H&S funding, but as a separate project). NWSC will develop a recommended list; district responsibility to purchase and distribute kits.
- ‡Provide Hepatitis B vaccinations to **eligible** employees, not all school employees
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1. For employees identified because they are first aid responders, ensure these individuals are provided first aid training (Red Cross training recommended).

## **Indoor Air Quality**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop and implement a Written Management Plan for Indoor Air Quality (IAQ), encompassing the US EPA "Tools For Schools." See Attachments #99 for details.
- ‡Identify school district IAQ Coordinator for Indoor Air Quality.
- ‡Survey, identify and document situations and work practices that require Indoor Air Quality remediation.
- ‡Training of employees and building occupants toward optimum Indoor Air Quality.
- ‡Develop, document and monitor plan compliance with record keeping procedures.
- ‡Respond to regulatory agency correspondence, guidelines and recommendations.
- ‡Monitor or provide updates on regulatory changes and new developments.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ‡NWSC will provide random CO, CO<sub>2</sub>, Temperature, and Relative Humidity sampling.

### **District**

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Integrated Pest Management (IPM)**

**Integrated Pest Management Definition:** A pest control that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to tolerable levels while using pesticides as a last resort to minimize health and environmental risks.

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop and implement a Written Management Plan for Integrated Pest Management (IOM), encompassing the US EPA and U of MN developed and sponsored materials.
- ‡Develop written procedures for handling, applying, storing and disposal of pesticides.
- ‡Establish tolerable limits of each identified pest. Determine the pest population levels that can be tolerated for aesthetic, economic and health concerns, and set action thresholds where pest populations or environmental conditions warrant remedial action.
- ‡Exclude identified pest from sites and buildings using maintenance practices.
- ‡Minimize the number of pests through improved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests.
- ‡Regularly update records of pests present, pest management techniques used, and outcomes of actions taken.

#### **District**

- ‡Develop written procedures for handling, applying, storing and disposal of pesticides.
- ‡Identify pests that need to be controlled.
- ‡Establish tolerable limits of each identified pest. Determine the pest population levels that can be tolerated for aesthetic, economic and health concerns, and set action thresholds where pest populations or environmental conditions warrant remedial action.
- ‡Design future buildings and landscape to prevent identified pests.
- ‡Exclude identified pest from sites and buildings using maintenance practices.
- ‡Minimize the number of pests through improved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests.
- ‡Control identified pests using the least toxic pesticides with the least exposure to persons as is practicable.
- ‡Regularly update records of pests present, pest management techniques used, and outcomes of actions taken.

Districts developing management plans should include person with expertise in pests, pesticide use and pest management techniques because of the potential threats to health by both pests and improper pesticide use. IPM does not mean banning pesticide use. However, it does mean the judicious use of pesticides combined with minimizing their use relative to the threat pose by each pest. Districts should look at all of their operations with a view toward minimizing pest populations.

The Minnesota Department of Agriculture in cooperation with IPM in k-12 Schools Working Group will develop a set of IPM fact sheets and check lists designed for Minnesota k-12 schools conduct state-wide regional workshops of school health and safety officers and/or other district personnel in lead maintenance roles.

## **Welding, Cutting or Brazing**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop written management plan.
- ‡Identify district contact person.
- ‡Talk to OSHA as there are many requirements.
- ‡Provide training to employees.
- ‡Provide district with record keeping for training and assessments.
- ‡Annual review
  - \*This is an important topic since many schools have welding shops and most maintenance crews do welding.

#### **District**

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

## **Hoist Lift**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop and implement a written plan.
- ‡Identify district contact person.
- ‡Inventory hoists rated one ton or less and backhoes.
- ‡Inspect and document inspection on listed equipment initially for compliance with the regulation.
- ‡Ensure safety latches are provided on all hoist hooks used on hoist.
- ‡Provide training to employees.
- ‡Provide district with record keeping for training and assessments.
- ‡Provide annual review.

#### **District**

- ‡Conduct daily to monthly inspections (depending on use).
- ‡Ensure safety latches are provided on all hoist hooks used on hoist.

## **Forklift Safety**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop and implement a written plan.
- ‡Identify district contact person.
- ‡Inventory forklifts.
- ‡Identify employees who operate forklifts and provide required training.
- ‡Conduct carbon monoxide monitoring (5205.0116) in space and tailpipe emissions for non-battery operated forklifts.
- ‡Inspect forklifts and provide for all safety equipment required.

#### **District**

- ‡Conduct carbon monoxide monitoring (5205.0116) in space and tailpipe emissions for non-battery operated forklifts.
- ‡Inspect forklifts and provide for all safety equipment required.

## **Machine Guarding**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Machine guarding contact person identified by name.
- ‡A written machine-guarding (shop) plan developed for each area where fixed machines are used.
- ‡Shop equipment safeguarded per Machine Shop and Guarding "Best Practices" manual. Shop equipment not safeguarded should be scheduled for proper safeguarding or replaced.
- ‡Annual training for affected employees provided and documented.
- ‡A written preventative maintenance program to maintain machine guarding in proper repair and order developed.
- ‡Power outage protection provided for all required equipment.
- ‡The CFL bid specification criteria shall be used for procurement of all future equipment.
- ‡At least one district employee shall be certified per CFL criteria for H&S funding of shop equipment.
- ‡Fixed equipment secured to prevent walking or moving.
- ‡Each shop or area should keep a log of employee and student accidents and injuries so that shop improvements can be determined. Corrective action as needed based on accident reports and near misses should be taken.
- ‡School board shall review the program annually.

#### **District**

- ‡Power outage protection provided for all required equipment.
- ‡At least one district employee shall be certified per CFL criteria for H&S funding of shop equipment.
- ‡Fixed equipment secured to prevent walking or moving.
- ‡Each shop or area should keep a log of employee and student accidents and injuries so that shop improvements can be determined. Corrective action as needed based on accident reports and near misses should be taken.