



Rollinsford School District SAU 104

District Safety Plan

September 2024

Contents

ROLLINSFORD SCHOOL BOARD’S STATEMENT OF COMMITMENT	4
INTRODUCTION	5
RESPONSIBILITIES	5
SAU Administrative Personnel	5
Building Administrative and Supervisory Personnel	6
Employees	7
Students	8
SAFETY & HEALTH COMMITTEES	8
Joint Loss Management Committee	8
Emergency Preparedness Committees	9
SAFETY RULES & REGULATIONS	9
General Health and Safety Guidelines	10
Specialized Safety Guidelines	10
Housekeeping	10
Electrical Safety	11
Machine Guarding	11
Power Tool Safety	11
Portable Ladder Safety	12
Hazardous Materials and Situations Guidelines	12
Hazardous Materials	12
Allergic Reactions	13
Hazardous Energy Sources	13
Blood Borne Pathogens	14
Hearing Conservation	14
Indoor Air Quality and Respiratory Protection	14
Fire Safety Protection	14
Personal Protective Equipment	15
DISCIPLINARY PROCEDURES	15
ACCIDENT REPORTING & INCIDENT REVIEWS	15
Accident Reporting	16
Incident Review	16
TRAINING REQUIREMENTS	16
EMERGENCY EVACUATION AND RESPONSE PLANS	17

COMMUNICATIONS	18
APPENDIX A: NOTICE OF EMPLOYEE INJURY	20
APPENDIX B: INCIDENT REVIEW	21
APPENDIX C: SAMPLE SAFETY INSPECTION GOOGLE FORM	22
APPENDIX E: SAFETY PLEDGE	23

ROLLINSFORD SCHOOL BOARD'S STATEMENT OF COMMITMENT

The Rollinsford School District, SAU 104, values the welfare of every employee and student. The District recognizes that accidents and unsanitary or unsafe conditions could harm our employees, students, and the general public in many ways. In pledging its full support of the steps taken by the District to establish and maintain a safe environment, the Rollinsford School Board recognizes the following:

- The District will comply with all relevant safety and health laws and regulations and will regularly update policies and practices to align with new changes;
- The prevention of accidents and the protection of all resources are guiding principles in this plan;
- That decisions regarding safety are made with the same thoughtfulness and thoroughness as those decisions made concerning productivity or quality and that safe working conditions and methods must be a priority;
- That employees will follow all safety rules, take no unnecessary risks, and use all safety guards and equipment available to them; and,
- That feedback will always be welcomed and encouraged by all employees and will help continually improve the District's safety standards.

To provide all employees, students, and the general public with a safe environment in which to work, learn, and participate in activities within our buildings and on our grounds, *The Rollinsford School District Safety Plan* has been created per the guidelines and recommendations set forth by the New Hampshire Department of Labor.

It is understood that, for this plan to be successful, the District's employees, contractors, and vendors must demonstrate a sincere commitment to the enforcement of injury and illness prevention each day. The District believes that an educated, dedicated, cooperative, and unified community lays the foundation for the effectiveness of this plan and that by working together, the Rollinsford School District will continuously build and sustain a safe and healthy culture.

As an employee, contractor, or vendor of the Rollinsford School District, SAU 104, you have a responsibility to the other employees, students, and the general public to read, understand, and follow this safety plan. Please always be alert in detecting potential safety hazards and willing to take action to remedy them. Above all, exercise concern for others to help ensure everyone's safety, well-being, and productivity. Your efforts make a difference.

Superintendent of Schools

Date

Chair, Rollinsford School Board

INTRODUCTION

The Rollinsford School District, SAU 104, is responsible for doing all that is reasonable and practical to prevent personal injury, damage to property, harm to the environment, or any other form of harm or loss to staff, students, or others in conducting its business. Unsafe working conditions and behaviors are potential indicators of a weak risk-management system. An effective safety plan establishes a framework for proper safety practices to be integrated into an organizational system through proper leadership, planning, and execution.

The District specifically recognizes its responsibility to the following:

- Comply with all relevant health, safety, welfare, and fire regulations;
- Provide and maintain a safe and healthy working and learning environment;
- Do all that is reasonably practical to eliminate major hazards from the environment;
- Avoid any unnecessary risk to staff and others and necessary control risks;
- Consult staff, or their representatives, on matters relating to health and safety;
- Provide necessary safety equipment and supervision to ensure safe systems of work are employed at all times;
- Provide information, instruction, and training to staff and others to enable them to perform their work safely and efficiently; and,
- Monitor and regularly update emergency preparedness plans to comply with all relevant regulations and best practices.

The District believes an effective safety program is established jointly between employees and management to educate all those within the district with proper procedure and policy. With an exceptional system in place, employees are expected to take an active role in the common goal of promoting healthful practices and safety daily. With this sincere joint commitment, the District can create and maintain a healthy and safe environment for all.

RESPONSIBILITIES

Every employee plays an important role in implementing comprehensive procedures to control losses and enhance workplace safety as specified in this Safety Plan. The following list covers minimum requirements related to each employee's responsibilities and should not be construed to limit individual initiative.

SAU Administrative Personnel

Administration is ultimately responsible for the overall success of this plan. Responsibilities include, but are not limited to:

- Ensuring staff awareness, understanding, and compliance with any health and safety standards as stated in the Safety Plan, and holding employees accountable for their actions and/or inactions per District policy.

- Demonstrating overall support, direction, and commitment to setting an example in safe behavior and maintaining a permanent and continuing interest in the safety of their staff, students, and the general public.
- Communicating with all members of the organization clearly and effectively.
- Maintaining an awareness and documentation of any relevant health and safety management issues within buildings and on grounds and taking action to correct the situations, or delegating the duty to a designated staff member to correct.
- Defining the responsibilities of employees and appropriately monitoring to ensure that safe systems have been developed and implemented.
- Emphasizing and ensuring that the program is a joint effort among all parties.
- Supporting building administrators and district-wide directors and staff with decisions concerning issues of safety.
- Ensuring that required resources are available when necessary. Resources may include, but are not limited to:
 - Funding for safety equipment, protective equipment, and training courses and materials.
 - Personnel such as outside experts, consultants, and inter-departmental liaisons.
 - Time for appropriate review and response to inspection, recommendation, and incident review reports as well as participation in training programs.
- Responding, in writing, to recommendations made by the District's Joint Loss Management Committee.
- Providing training for members of the District's Joint Loss Management Committee and Building Safety Committees in workplace hazard identification, reporting, and injury/incident review, adequate to fulfill the committees' responsibilities.
- Ensuring that any district vendors and contractors follow appropriate safety and health standards.

Building Administrative and Supervisory Personnel

Building administrators and supervisors are leaders in their respective environments and play a critical role in the success of the program. In having authority, they share the responsibility for implementing the following:

- Exhibiting leadership, providing guidance, and demonstrating overall support and commitment to the program by active participation whenever possible;
- Taking immediate action to correct any unsafe condition or action and ensuring that all staff and students are well-informed of safety, sanitation, and emergency procedures;
- Communicating with all members of the organization to ensure all employees understand and comply with the process and observe all work rules, personnel policies and procedures, and disciplinary consequences as they relate to the safety program;
- Establishing a culture of safe behavior and an expectation of a safe facility and grounds;

- Educating employees within their area of responsibility in the correct methods for performing each task, the nature of environmental hazards, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment;
- Being actively concerned for the safety and health of their staff by regularly meeting to discuss plans and ideas to bring about additional loss prevention measures and review accidents and near misses;
- Utilizing tools provided by the Environmental Protection Agency (EPA), the NH Department of Labor, and the NH Department of School Safety to regularly conduct workplace inspections and incident reviews with the Joint Loss Management Committee and other safety committees to identify and correct unsafe equipment, conditions, or actions;
- Providing personnel with protective equipment and ensuring all equipment is properly guarded and in safe operating condition;
- Providing professional development opportunities and training in safety procedures as necessary;
- Monitoring and ensuring that all contractors and vendors follow all appropriate safety and health standards as outlined by the District; and,
- Ensuring the coordination of annual building, equipment, and fixture inspections and required state reports.

Employees

Employees have a responsibility to understand and observe all personnel and work rules, policies, and procedures to create and maintain a safe working environment for themselves, their colleagues, their students, and the general public. Employees are responsible for the following:

- Exhibiting safe behaviors at all times and complying with this Safety Plan by following the policies, procedures, and regulations of the District relating to safety and health;
- Being alert for unsafe acts and conditions;
- Reviewing accidents or near misses, when assigned, to discover the cause and take corrective action to ensure that any safety issue either noticed or brought to their attention is dealt with in a timely and professional manner to prevent recurrence;
- Reporting any matter deemed hazardous or unsanitary to the attention of either administration or maintenance by following the accident reporting or maintenance work ticket procedures, whichever is applicable;
- Using safety equipment and personal protective equipment as required by the District;
- Only operating machines and equipment on which the employee has been trained and given responsibility to operate; and,
- Being knowledgeable in emergency response protocol as specified on the Incident Response Actions list.

Students

While not employees of the district, students play an important role in creating and maintaining a safe, healthful, and productive Rollinsford School District. Students have a responsibility to themselves, their teachers and administrators, the student body, and to the general public.

Students are expected to do the following:

- Behave safely by following the policies, procedures, and regulations of this Safety Plan and the school's Student Handbook;
- Report all accidents and unsanitary/unsafe conditions to the building administrator or the classroom teacher;
- Operate only machines and equipment that they have been trained and given authorization to operate;
- Use safety equipment and personal protective equipment as required by the District and directed by a district employee; and,
- Sign and comply with the Safety Rules and Instructions required in Visual Arts, Career Tech Classes, or Science Lab classes.

SAFETY AND HEALTH COMMITTEES

The Rollinsford School District is committed to the continuous health and safety of its students, employees, and the public. The District understands that for this to occur, diligent monitoring and updating of safety protocols must be an ongoing process. To better facilitate this process, the District has instituted the following committees.

Joint Loss Management Committee

A Joint Loss Management Committee (JLMC) has been established to promote district-wide workplace health and safety. A principal committee that oversees all other safety-related committees, the JLMC is charged with bringing various members of the district together in a non-adversarial and cooperative environment to promote workplace safety.

The JLMC believes that through collaboration among employees who represent all buildings as well as different areas of employment, the committee's work can lead to fewer accidents and health issues within the district and offer significant financial savings to Rollinsford taxpayers.

The JLMC's roles and responsibilities include:

- The chairperson of the committee shall be designated by the membership of the committee and shall rotate between in an employee role and a management role periodically.
- The committee has a clerk who is designated by the committee. The clerk is responsible for taking minutes during the quarterly meetings and distributing them to the other members of the committee. These minutes are also posted on the district website and are available upon request.

- The JLMC consists of an equal number of management/employee representatives. Representatives shall be posted on the district website.
- All injury/incident reports are reviewed by this team, along with reports and recommendations from incident reviews or other district safety committees.
- The JLMC will conduct periodic facilities audits and report any findings, with suggested control measures, to the person most able to take action on the recommendations.
- Inspections conducted include, but are not limited to: annual city fire and health inspections, quarterly fire systems equipment inspections conducted by an outside contractor, semi-annual fire suppression equipment inspections, and annual building and grounds safety inspections.
- Members will discuss items such as new and ongoing safety concerns, new rules or regulations that have come into effect, accidents, and near misses, and the preventative measures that could have been taken to avoid them.
- The JLMC may request support from the school board and/or superintendent to approve resources needed for safety-related initiatives within the District.

Emergency Preparedness Committee

Like all large community organizations, schools must be prepared for emergencies, including natural disasters, pandemics, accidents, and criminal activity. Emergency response preparation and planning is necessary for the Rollinsford School District. The Rollinsford School District uses the Standard Response Protocol (SRP). SRP utilizes clear common language while allowing for flexibility. The school-level administrators are responsible for addressing emergency situations as defined in the Emergency Operations Plans (EOPs) for each school.

SAFETY RULES AND REGULATIONS

All employees are required to adhere to the following statutes, rules, and regulations set forth by the New Hampshire Department of Labor:

- Lab 1400 Rules, Administrative Rules for Safety and Health
- Lab 600 Rules, Safety Programs
- RSA 277, Safety & Health of Employees
- RSA 277A, Employees Right to Know
- RSA 281-A: 64, Safety Provision
- RSA 155-A, State Building Codes

All of the above can be found at the New Hampshire Department of Labor website at: <http://www.nh.gov/labor>

To facilitate user-friendly safety and health guidelines as well as to establish minimum standards, the Rollinsford School District has outlined the following general safety rules that apply to all employees and students.

General Health and Safety Guidelines

- Demonstrate and promote good housekeeping and healthful practices in your work area.
 - ✓ E.g., keeping all electrical cords out of walkways or covering them when their being in a walkway is unavoidable.
- Properly correct any unsafe or unhealthful acts or conditions when feasible and report those that require assistance immediately.
- Know the locations of nearby fire extinguishers, fire alarms, and safety equipment, and keep clear access of at least 36" around these areas at all times.
- When in doubt, exercise caution and ask for assistance.
 - ✓ E.g., avoid lifting anything you are concerned is too heavy for you to manage on your own, and always seek help for lifting anything that weighs more than fifty pounds.
- Use proper equipment only.
 - ✓ E.g., avoid substituting boxes, crates, unstable seats, or tables in place of ladders and step stools.
- Do not attempt to operate anything you are not trained to operate.
- Maintain a high degree of professionalism to reduce the risk of negatively affecting a change in other's health, safety, and welfare.
 - ✓ E.g., never distract someone in a potentially hazardous situation.
- Immediately report any possession, use, suspected use, or sale of drugs or alcohol to a building administrator.

Specialized Safety Guidelines

In addition to the general health and safety guidelines for all employees and students, the District has identified the following specialized guidelines for qualified staff, custodial staff, and licensed contracted personnel and vendors in the areas of Housekeeping, Electrical Safety, Machine Guarding, Power Tool Safety, Portable Ladder Safety, and Food Safety.

Housekeeping

- Safety containers and locations shall be used for all hazardous materials such as chemicals and flammable materials. All containers and locations must be clearly labeled.
- Stacked materials should be stacked safely and should not block aisles or access points inside or outside the building.
- Temporary facilities/arrangements must be removed as soon as the need for them no longer exists.
- The removal of litter and debris from closets, hallways, and storage areas will be maintained.

Electrical Safety

- Only licensed and authorized personnel are permitted to work on electrical equipment and enter electrical rooms.
- Whenever possible, electricity will be turned off when work is underway. To ensure that electrical power is off, use an accurate and working voltmeter or other device and check the appropriate circuit for power.
- When working on energized circuits, use tools with insulated grips that are in safe condition.
- An additional contracted attendant is required when working on any energized 480-volt circuit.
- Any wires left hanging from conduits must be made physically safe (e.g., locked out and tagged, bundled, taped).

Machine Guarding

- Only qualified and authorized personnel or supervised students are permitted to work on equipment with parts moving at high speeds.
- Properly placed and secured safety guarding is required at points of operation, in-going nip points, and rotating parts on all line shafts, in shafts, couplings, pulleys, and belts revolving at high speeds.
- Safety guards are to be removed for maintenance purposes only and must be replaced before equipment is reenergized.

Power Tool Safety

- Only qualified and authorized personnel or supervised students are permitted to work on or with power tools.
- All portable tools must be grounded or double-insulated and be properly inspected prior to use.
- All portable tools must be appropriately operated, maintained, and kept safe from water, oil, chemicals, heat, or sharp objects that could potentially damage them and make them unsafe for use.
- Power must be disconnected before making any tool adjustments and proper guards or shields must always be in place.
- Use appropriate floor covers for the temporary placement of cords in walkways.
- Never use an extension cord that has the ground lug removed.

Portable Ladder Safety

- Prior to using a portable ladder, an employee shall inspect the joints between the steps and side rails to make sure they are tight; the hardware fittings to make sure they are firmly attached; and the steps to make sure there are no bends or cracks.
- When necessary, an employee shall also inspect all pulleys, locks, and wheels to make sure they are lubricated; check for frays in ropes to identify those that need to be replaced; and ensure that movable parts operate without binding or undue play.
- Check the ladder for load capacity before use.
- Check for overhead power lines, and maintain a safe distance from them.
- Set up self-supporting and non-self-supporting ladders on a sound base. Do not place any ladders on boxes, barrels, or other unstable bases.
- Non-self-supporting ladders should be situated at a 4:1 pitch to prevent slipping.
- Any ladder used to gain access to a roof or platform must extend at least 3 feet above the platform.
- Remove any defective or unsafe ladder from service and affix a, “Dangerous - Do Not Use” sign to it.

Hazardous Materials and Situations Guidelines

In conjunction with the health and safety guidelines, employees who, as a result of their employment with the District, will be handling any hazardous materials or situations in which they may come in contact with hazardous materials must be knowledgeable of and trained in the recognition and safe handling. The District has specified the following areas to be addressed: Hazardous Materials, Allergic Reactions, Hazardous Energy Sources, Blood Borne Pathogens, Hearing Conservation, Respiratory Protection and Indoor Air Quality, Personal Protective Equipment, and Fire Safety where it is applicable to the employee's position.

Hazardous Materials

All buildings possess a Safety Data Sheet (formerly MSDS forms) Hazmat binder that includes a list of hazardous materials along with Safety Data Sheets (SDS) for each hazardous product in the building. When a hazardous product is received, the supplier also sends the accompanying SDS to the District. SDS copies are placed in each school's SDS HAZMAT binder that is kept in the Main office, and a copy is also kept in the appropriate department binder, custodial, science, nutrition services, etc. SDS copies are also placed in the District's Facilities binder. All employees must follow the set policies for the storage and use of hazardous materials and know the location(s) and content of the SDS documents. Please refer to the New Hampshire Right-To-Know-Law (RSA 277A).

- Proper storage locations of hazardous materials such as combustibles, waste, and rubbish must be established, labeled, and utilized properly. Hazardous materials are not to be accumulated in work or storage areas and will be disposed of promptly.

- Chemical spills should be handled in accordance with the Safety Data Sheet (SDS) requirements.

Allergic Reactions

All employees will immediately call the school nurse if a person shows signs of an allergic reaction. In severe cases, employees should call 911 if the allergic reaction is life-threatening or when the school nurse or administrator is unavailable. In order to recognize and react to allergic reactions resulting from bee stings, food, and other substances, employees will be trained by the school nurse at the beginning of each year and as needed, on a case-by-case basis.

Hazardous Energy Sources

The District has safety protocols in place to ensure that equipment is isolated from all potentially hazardous energy sources before employees, contractors, or vendors perform any service or maintenance on them. The locking out of potentially hazardous energy sources requires that energy control devices such as disconnect switches, bus switches, valves, or circuit breakers be locked out and tagged in the off position to ensure equipment is in a zero energy state. All employees must follow lockout/tagout steps before anyone works in or on moving equipment or process systems. Employees designated by the facilities director should follow these steps prior to working with equipment that has potentially hazardous energy outputs:

- Notify the site maintenance department to gain permission to service equipment.
- Notify affected employees that lockout/tagout of equipment will be in effect.
- Identify the energy sources (mechanical, electrical, pneumatic, hydraulic, chemical, steam, etc.).
- Ensure the equipment is shut down in the normal stop procedure.
- Disable all power sources.
- Lock out each energy source using your own personal locks and tags. Remember the following: one worker, one lock, one tag, one key.
- Relieve any stored energy/potential energy by blocking, disconnecting, or restraining it.
- Verify that the equipment is in a zero energy state by testing the equipment's start controls.
- Remove your own lock and tag when the job is complete.
- Make a final check of the equipment and notify all affected employees that the equipment is cleared for normal operation.

Cord and plug-connected equipment will be exempt from the lockout/tagout procedures provided that the cord is disconnected and under the direct control of the employee performing the service. Cords should be tagged.

Blood Borne Pathogens

All employees will be trained in a blood-borne pathogen program that includes the proper handling and disposal of needles and sharp objects and proper disposal of used bandages and gauze, linens, rubber gloves, and other emergency items, should their position expose an employee to blood or any other potentially infectious material. All blood and body fluids shall be treated as if known to be infectious and will be treated with universal precautions where there is potential for direct and/or indirect contact. Employees responding to an emergency or situation shall wear single-use disposable gloves, wash their hands after removal of gloves, and wear eye protection when necessary.

Hearing Conservation

In accordance with DOL's Lab 1403.30 Noise Exposure rules, protection against the effects of occupational noise shall be provided should the sound levels exceed permissible noise exposure limits. Reasonable engineering or administrative controls shall be utilized to limit exposure, and if controls fail to reduce noise to an allowable limit, personal protective equipment shall be provided and used to reduce noise.

Indoor Air Quality and Respiratory Protection

The District will ensure that all areas within district buildings will be clean and free from harmful particulate, fungi, or bacterial matter. The facilities director is charged with completing the NH DOE annual indoor air quality checklist.

When deemed necessary, an employee or student will be provided with a respirator or disposable dust mask on the basis of the hazard to protect the health of the employee or student. Employees and students will be instructed in the use and maintenance of selected respirators.

Fire Safety Protection

Evacuation procedures pertaining to each room and all other school areas must be posted conspicuously. NFPA 101 requires an Emergency Egress and Relocation Drill (Fire Drill) be conducted once a month while school is in session, with one drill being held within the first 30 days of school. The NH State Fire Code amends this to allow the drills to be suspended during the winter months after at least four drills have been held. In addition, no more than two of the fire drills can be replaced by drills that test emergency response to other hazards when the local fire department and NH Office of Emergency Management are involved in their planning. In addition, it is required that all occupants participate in the drill. This includes not only all the students but office and kitchen staff as well as the administration (101:14/15.7, Saf-C 6008.04). An evacuation drill report should be completed by building administration and forwarded to the Rollinsford Fire Department to be kept on file after the drill.

In the event a fire alarm is activated, administrators, employees, and students are expected to follow building evacuation procedures. Administrators will immediately notify the Rollinsford Fire Department and will check the building to ensure everyone is out. Employees will check daily attendance lists and count students to determine that all students are out of the building and report findings to the administration.

Periodic inspections of boilers and fire extinguishers for proper operation will also occur. The observance of no smoking rules will be consistently enforced.

Personal Protective Equipment

The District is responsible for assessing hazards and requiring and providing appropriate personal protective equipment such as respiratory protection, face shields, eye protection, work gloves, stripping shoes, and/or aprons when deemed necessary. Employee orientation meetings, handbooks, or Primex³ trainings are required to include information pertaining to the location and use of such required equipment. Where employees furnish their own personal protective equipment, the District shall be responsible for ensuring its adequacy.

DISCIPLINARY PROCEDURES

It is the District's policy that each employee is expected to act in an appropriate manner, which includes proper use of school equipment and property to ensure the safety of themselves and other school employees. In all cases, the rule, policy, or procedure that was violated will be reviewed with the employee to reinforce the behavior that is expected of them. Based on the severity of the offense the District reserves the right to discipline employees up to and including termination. Furthermore, any discipline will be consistent with the appropriate bargaining agreement and or personnel policy.

In the case of a written warning, suspension, or termination, the employee will be given the opportunity to document a response to the discipline that can be placed on file with the disciplinary document. Depending on the severity of the infraction, the progressive discipline process may be accelerated and an employee does not need to have been previously suspended in order to be terminated by the district.

In an event that may conflict with local, state, or federal law, the law will take precedence.

ACCIDENT REPORTING & INCIDENT REVIEWS

In the event that an accident occurs, there are a number of different procedures that should be performed. The order in which operations are performed is most likely different in each situation and should be based on good judgment. The following actions should take place as guidelines to follow for an accident response. Above all, if there is any question or doubt about the seriousness of an emergency, call for assistance.

- Proper medical treatment should be provided to the injured party;
- The appropriate emergency service authorities should be contacted, if necessary;
- Actions should be taken to secure the scene and prevent any additional injuries from occurring;

- The administrator on duty should be notified of the accident; and,
- Proper reporting and review procedures should be followed.

Accident Reporting

A worker's 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.

It is the responsibility of an employee to immediately report an injury (however minor) or incident first to the school nurse, then to the lead building or department supervisor or an administrative designee. A Notice of Accidental Injury or Occupational Disease form obtained in each building nurse's office should be completed by the employee and forwarded by the nurse and/or the lead building administrator and then submitted to the SAU office. The incident is processed through the District's insurance carrier and logged. The employee's immediate supervisor is responsible for ensuring that sufficient information is gathered and that the Notice of Employee Injury is completed and submitted to the SAU within 24 hours of the injury/incident. See Appendix A for the form.

Incident Review

After an accident occurs, an administrator or designee will conduct an incident review to determine what happened, why it happened, and what can be done to prevent it from happening again. See Appendix B for the required form that must be submitted to the SAU office within 24 hours of the injury/incident date. For student interaction incidents that include special education students, the District Special Education Personnel should be contacted to report and an Incident Review form is required. As a guideline for a review, the following actions should take place and their findings should be recorded:

- Secure and investigate the scene as soon as possible after the accident by noting the environment, conditions, equipment locations, physical objects, and witnesses. Take notes and photographs as needed.
- Interview witnesses and victims when appropriate so that facts will be accurate.
- Review reports and attempt to determine the cause of the incident.
- Make objective recommendations to prevent similar occurrences.
- Report recommendations. Include the date, name of inspector(s), location, findings, and corrective actions taken.

TRAINING REQUIREMENTS

All employees, including new or transferred Rollinsford School District employees, shall be educated in health and safety areas that pertain to their positions, where applicable, to ensure the safe and productive performance of their jobs. Employees shall receive training whenever new work tasks, tools, equipment, machines, or vehicles are introduced to the job or their duty description. They will be instructed in the proper method of performing each job, the hazards

associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by work rules, when changes in the job occur, or whenever deemed necessary. Each employee will participate in the required training for their designated position by the deadlines established for completion.

Training may consist of providing information to an employee, on or off the premises. This can include, but is not limited to, classroom training, on-line training, written documents, video, and hands-on training. Employees may be asked to complete a form that indicates completion and understanding of provided training. Follow-up training will be provided to reinforce positive and safe work methods and habits and employees may receive re-training should they demonstrate an unsafe work practice and an administrator deems it necessary for the effective continuance of employment.

The SAU shall work with building administrators and SAU staff to determine the coordination and implementation of safety training necessary for each new position/staff member and assist in providing resources necessary for each employee to meet their training requirements. These trainings include, but are not limited to, the following:

- Standard Response Protocol
- The location of hazardous substances in and/or around the employee's work area
- SDS sheets protocols and locations
- Accident reporting procedures
- Slips, Trips and Falls Training
- Anti-Bullying and Harassment Training
- Bloodborne Pathogens Training

Upon completion of training and in order to be in compliance with applicable laws, the Human Resource Director and building/district administrators will maintain the following information:

- Brief description of the topic
- Date of training
- Name and affiliation of instructor
- List of attendees
- Forms indicating completion and understanding of the training

EMERGENCY EVACUATION AND RESPONSE PLANS

The District has developed an Emergency Operations Plan (EOP) for each school outlining procedures and drills to follow when there is a school emergency. These plans establish command posts pending the arrival of fire and police emergency personnel and use consistent terminology and procedures throughout the District. Ongoing reassessment is conducted in collaboration with local, state, and federal organizations to assess the effectiveness of the plans

and provide improvement as needed. Annual emergency training drills are outlined in each school's EOP. These plans are submitted to the state Department of Safety by October 15 each year.

Standard Response Protocol

The District implements a Standard Response Protocol for responding to emergencies. Posters explaining the appropriate Response are posted throughout the schools. The actions are:

- Hold
- Shelter
- Secure
- Lockdown
- Evacuate

COMMUNICATIONS

Employees of the Rollinsford School District are encouraged to take active roles in supporting the health and safety initiatives of the District. Employees are advised to provide suggestions on ways to improve current safety procedures as well as report any unsafe conditions and/or equipment to the building administration or appropriate personnel. Suggestions will be passed along to the school safety committees or the JLMC where suggestions can be implemented through the recommendation process. Especially motivated employees should also consider actively participating in school safety committees or on the JLMC.

The District takes pride in keeping employees informed about news, procedures, and initiatives pertaining to safety and health issues. The District will provide all employees with a copy of the Safety Plan, post information such as the notification and minutes of safety meetings, display safety and health signs and posters, and offer reminders for training sessions in a variety of areas.

The following list of agencies or associations can be useful resources concerning the safety and health of District employees, students, and the visiting public:

- New Hampshire Department of Labor: <http://www.nh.gov/labor/>
- National Safety Council - New England Chapter <http://www.shcnne.org>
- United States Environmental Protection Agency: <http://www.epa.gov>
- New Hampshire Department of School Safety: <https://schoolsafetyresources.nh.gov/>

Appendix A: Notice of Employee Accidental Injury

Appendix B: Incident Review Form

Appendix C: Safety Inspection Google Form

Appendix D: Safety Pledge

APPENDIX A: NOTICE OF EMPLOYEE INJURY
NOTICE OF EMPLOYEE ACCIDENTAL INJURY OR OCCUPATIONAL DISEASE

To be completed by the injured employee. Please print or type.

Employer: Rollinsford School District 51 West High Street Somersworth, NH 03878

School Location (ck. one):

- ☐ Rollinsford Grade School
☐ SAU

This is to notify the above employer that an injury occurred.

(Name of Injured Employee) (Employee Position) SS # on file _____
(Daytime Phone #)

(Address of Injured Employee) _____
(Date of Birth)

While employed, I sustained the following injury: _____

Identify the specific body part(s) affected (include left, right, etc.): _____

Describe how the injury occurred: _____

(Date of Accident or First Treatment) (Time of Injury) (Place Accident/Injury Happened)

(List any Witnesses)

I have been unable to work since my injury:

- ☐ Yes
☐ No

I have incurred the following medical bills:

Name of Doctor Dates of Service

Name of Hospital Dates of Service

Other Dates of Service

SIGNATURES:

PRINCIPAL//ADMINISTRATOR SIGNATURE

DATE

EMPLOYEE SIGNATURE

DATE

INTEROFFICE MAIL AND FAX FORM TO: HUMAN RESOURCES, FAX NO. 603-692-9100

APPENDIX B: INCIDENT REVIEW

Incident Review Rollinsford School District

Employee: _____ Date of Review: _____
School: _____ Date of Injury: _____
Location within School: _____ Reviewer's Signature: _____

Personal Injury or Illness Information

Job Title _____ Occupation: _____
Part of Body Affected: _____ Nature of Injury/Illness: _____

Describe Clearly What Happened, Including Events Leading Up to Incident:

Did Injured Leave Work? _____ Time: _____ AM/PM Date: _____
Did Injured Go to Doctor? _____ Hospital? _____
Name of Physician: _____ Return to Work Date: _____

Describe conditions or factors that may have contributed to the Incident

Corrective Actions Taken:

(Please outline actions taken to reduce the likelihood that this type of incident will reoccur)

Safety Committee Comments:

APPENDIX C: SAMPLE SAFETY INSPECTION GOOGLE FORM
Rollinsford School District
Classroom Safety Checklist

School: _____

Classroom Number: _____

CLASSROOMS:	YES	NO	N/A
1. Are all exit doors unobstructed for quick and easy evacuation in emergency situations?			
2. Are floors free from cords, books, and other trip hazards?			
3. Are chairs, seats, and desks in good repair?			
4. Are windows free of breaks and cracks?			
5. Are closets and storage rooms clean and orderly?			
6. Is the room neat and clean? (Trash removed, no evidence of water intrusion, etc.)			
7. Nothing stored within 18 inches of the ceiling.			

PLEASE WRITE COMMENTS BELOW:

Date of notification_____

Received Feedback (Please sign) _____

APPENDIX D: SAFETY PLEDGE

EMPLOYEES:

I hereby acknowledge the following:

1. I have received the Rollinsford School District Safety Plan and must familiarize myself with its contents.
2. I will perform my job duties in a manner that safeguards myself, the students, as well as my co-workers, health and safety and will abide by all rules, regulations, and standards.
3. That I understand based on the severity of the offense, the District reserves the right to discipline employees up to and including termination.

Signed: _____

Print Name: _____

Dated: _____