

**ISD #13 DISTRICT SAFETY
COMMITTEE MEETING
Monday, October 10, 2011
3:15 p.m.
DISTRICT CENTER**

AGENDA

ROUTINE BUSINESS

- **Introductions (new members)**
- **Review and Approve Previous Minutes**
- **Agenda Review & Agenda Additions**

ANNOUNCEMENTS & STATUS OF ACTION ITEMS

Tom Foley, Debbie Green, Lindsey Bennett

- 1. Report of Injuries/Illnesses; Review of Accidents, Incidents & Near Misses
(Lindsey Bennett)**
- 2. Report on Health & Safety Projects and Action Items (Tom Foley, Debbie Green)**

Completed Projects, June-August

Asbestos Removal - projects included abatement in CA boiler room, CA pump house, and CA chiller (w/asbestos) removed from roof.

Elevator Safety – replaced old elevator at CHHS

Fall Protection – Catwalks installed in all 3 functioning boiler rooms

Playground Safety - Improvements included: Replaced missing wood fibers on playground at NP. Made many improvements at Castle Heights, including staining and sealing wood and replacing chains. Replaced slide at VV.

Fire Safety – replaced fire alarms at CA and North Park

Mold/IAQ - replaced walk in cooler and freezer at CHHS

Preventive Maintenance - implemented new preventive maintenance scheduling system (SchoolDude) for Custodians to manage recurring maintenance tasks (for example: checks on *emergency lighting, eyewash/showers, fire extinguishers*)

Tech Ed – sold CA wood shop equipment and renovated classroom to create new Engineering Lab

Completed H&S Calendar Action Items, May-August

- Check availability of Custodial blood spill clean-up kits/supplies - *completed*
- Issue Annual Heat Stress Reminder - *completed*
- Schedule annual hearing tests & training for Tech Ed, Band, PE Teachers – *most completed (makeup tests offered in Fall)*
- Conduct 6-mo. AED checks - *completed*
- Order teacher personal protective equipment (PPE) - *completed*
- Arrange hazardous waste disposal at CA and CHHS - *completed*
- Submit Attachment 10 to Board at June meeting - *completed*
- Compile year-end Clarity list and move “new” employees (HR) - *completed*
- Review of DOT sharps transport requirements/exceptions for District Nurse (if transporting sharps) - *completed*

- Conduct annual playground inspections & review procedures with Grounds - *completed*
- Develop ClarityNet database (HR) - *completed*
- Meet/discuss summer H&S repairs and plans for - *completed*
- Arrange ann. extinguisher maintenance - *completed*
- “Reset” ClarityNet courses (AES) - *completed*
- Conduct annual mntc. on vent equipment – *completed (plan to add to PM program)*
- Schedule ClarityNet training – *in progress*
- Check District Nurse’s supply of BBP exposure packets - *completed*
- Provide annual asbestos/IAQ/IPM notification to staff, parents – *completed (T. Foley to arrange update for 2012-13 mailing, and 3-ring notebooks with IPM schedule in each school office.*
- Update web site safety info. for new year - *completed*
- Test alarms/sprinkler systems – *completed*

Action Items In Progress or Scheduled for September-October

- Check on status of playground safety checks – *ongoing by Grounds*
- Schedule annual hearing tests for Grounds - *completed*
- Replenish PPE supplies – *as needed*
- Mock OSHA inspections at CHHS and CA
- Check status of ClarityNet training
- Review and update written programs
- Verify MSDS books are up to date (Cooks, Custodians, Pool, Tech Ed)
- Update web site safety information
- Request classroom safety audits (Sci, Tech Ed, Art)
- Conduct Lockout-Tagout and Confined Space Entry training for Lead Custodians
- Conduct respirator fit testing for respirator use with Pool Chemicals

CONTINUED/NEW COMMITTEE BUSINESS:

- Discuss considerations/future plans for North Park turnaround
- Review and approve committee goals for 2011-12

NEXT SCHEDULED MEETING:

Meeting schedule for 2011-12

- October 10, 2011
- December 12, 2011
- February 13, 2012
- April 9, 2012

**ISD #13 DISTRICT SAFETY
COMMITTEE MEETING
April 11, 2011
3:15 p.m.
DISTRICT CENTER**

MINUTES

MEMBERS PRESENT

Tom Foley, Joanne Larson, Craig Larson, Barb Terrell, Diane Scully, and Debbie Green (AES).

ROUTINE BUSINESS

Review and Approve Previous Minutes
Agenda Review & Agenda Additions

ANNOUNCEMENTS & STATUS OF ACTION ITEMS

1. Report of Injuries/Illnesses; Review of Accidents, Incidents & Near Misses (Lindsey Bennett)
No one was available from HR to present this report.

2. Report on Completed/in Progress Action Items (Tom Foley, Debbie Green)

Report on Upcoming Action Items – May – August (Tom Foley, Debbie Green)

NEW COMMITTEE BUSINESS:

1. Supervisor's Incident Report form – Tom Foley explained that this form is provided by the district's workers' comp insurance provider, SFM, and cannot be modified.
2. Clarity Net training schedule – Custodians plan to complete their Clarity Net training for the upcoming year on June 14, 2011 instead of waiting to do this in the Fall when buildings are busiest.
3. First Aid Supplies – Tom plans to submit some of these expenses under Health and Safety

NEXT SCHEDULED MEETING/S:

- TBA (fall 2011) District Center 3:15 p.m.