

**ISD #13 DISTRICT SAFETY COMMITTEE MEETING**

**Monday, October 20, 2014**

**3:15 P.M.**

**DISTRICT CENTER – COMMUNITY ROOM**

**AGENDA**

**ROUTINE BUSINESS**

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- **Review and Approve Previous Minutes**
- **Review Agenda & Agenda Additions**

**ANNOUNCEMENTS & STATUS OF ACTION ITEMS**

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

**Calendar Action Items in Process or Recently Completed**

- Submit H&S materials to School Board for approval
- Prepare SafeSchools online training modules and enrollment for 2014-15 year (HR)
- Schedule annual Custodial safety training and aerial lift training, and order needed PPE
- Deliver sharps containers to Unity Hospital (Nurse)
- Schedule hoist inspections (2)
- Schedule playground inspections and repairs
  
- Arrange annual maintenance of extinguishers and testing of alarms/sprinklers
- Conduct annual maintenance on ventilation system and test exhaust ventilation
- Update written safety programs and procedures (such as lockout of energy hazards)
- Remind building managers to encourage staff to complete SafeSchools training (HR)
- Remind supvrs. to train employees on protocol in case of blood exposure (HR)
- Provide annual asbestos/IAQ/IPM notification to staff, parents
- Conduct 6-month AED checks (Nurse)
- Schedule January hearing tests (Grounds Staff, Tech Ed, PE & Music Teachers)

**NEW BUSINESS:**

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- Recap of summer projects
- Discuss Safety Committee Goals for upcoming year

**Upcoming Meetings:**

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- **December 15, 2014**
- **February 23, 2015**
- **April 20, 2015**

**ISD #13 DISTRICT SAFETY  
COMMITTEE MEETING  
Monday, April 21, 2014  
3:15 p.m.  
DISTRICT CENTER**

**MINUTES**

**ROUTINE BUSINESS**

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

**ANNOUNCEMENTS & STATUS OF ACTION ITEMS**

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

**Calendar Action Items in Process or Recently Completed**

- *Implement new Safe Schools online safety training program*
- *Arrange orders and distribution of teacher/classroom PPE as needed*
- *Schedule hazardous waste pick-up and disposal (Custodial and Tech Ed items)*
- *Schedule annual custodial lockout/tagout procedures inspections and training*
- *Conduct mock OSHA audits, all buildings*
- *Request classroom safety checks and departmental meetings with Science/Tech Ed/Art*
- *Review radon test results and conduct additional sampling with MDH meter*
- *Issue annual heat stress reminder*

**NEW BUSINESS:**

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- *Five-year recommended lead in water testing – completed in February. Results to follow via e-mail.*
- *Update on AED batteries – District Nurse is phasing in new units because batteries for previous units are being discontinued.*

**Upcoming Meetings:**

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*Fall 2014, date to be determined*