

ISD #13 DISTRICT SAFETY COMMITTEE MEETING

Monday, October 19, 2015

3:15 P.M.

DISTRICT CENTER

AGENDA

ROUTINE BUSINESS

- **Introduce new Committee Member/s**
- **Review and Approve Previous Minutes**
- **Review Agenda & Agenda Additions**

ANNOUNCEMENTS & STATUS OF ACTION ITEMS

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

Health & Safety Action Items in Process or Completed

- Schedule hazardous waste disposal (Science, TE, Art, Custodians)
- Update SafeSchools database, develop policy module for HBV vaccinations, update tip sheet for SafeSchools, send out e-mail reminders (Erin Shroyer)
- Arrange annual extinguisher maintenance by fire extinguisher vendor and alarm/sprinkler system testing by alarm vendor. (T. Foley)
- Arrange annual preventive maintenance on ventilation equipment. Verify ventilation performance in Tech Ed, Science and Art classrooms (AES, Inc.)
- Perform 3-year asbestos inspections and order repairs (AES, Inc.)
- Update written health and safety program documentation (AES, Inc.)
- Arrange hoist inspections (2) by hoist inspection vendor. (T. Foley)
- Complete playground inspections and arrange repairs. (AES, Inc., T. Foley)
- Send bloodborne pathogens exposure incident packet information and reminder to supervisors. (HR)
- Provide annual asbestos/IAQ/IPM notification to staff, parents. (T. Foley)
- Arrange for 3-year underground storage tank (UST) cathodic protection testing (MN Petroleum).
- Arrange aerial lift training refresher for custodians. (T. Foley)
- Update safety information posted on website. (AES, Inc., T. Foley)
- Arrange Bobcat training for Grounds employees due 2015. (T. Foley)
- Conduct 6-month AED checks. (J. Larson)
- Audit monthly tests of emergency lighting by Custodians. (T. Foley)
- Schedule January hearing tests and training by MedCompass. (AES, Inc., T. Foley)

DISCUSSION ITEMS AND NEW BUSINESS:

- CPR Training

Upcoming Meetings:

- December 21, 2015
- February 22, 2016
- April 18, 2016

**ISD #13 DISTRICT SAFETY
COMMITTEE MEETING**

Monday, April 20, 2015

3:15 p.m.

DISTRICT CENTER

MINUTES

ROUTINE BUSINESS

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

ANNOUNCEMENTS & STATUS OF ACTION ITEMS

- 3. Report of Injuries/Illnesses; Review of Accidents, Incidents & Near Misses (HR)**
- 4. Report on Health & Safety Action Items (Tom Foley/Debbie Green)**

April-June Health & Safety Action Items in Process or Completed

- *Complete the district-wide “mock OSHA” walk throughs & follow-up on results from IAQ classroom checks*
- *Schedule annual departmental safety meetings with Science and Art Teachers*
- *Arrange hazardous waste disposal (Science, TE, Art, Custodians)*
- *Submit H&S Materials to Board (request renewal of policy by School Board)*
- *Compile year end SafeSchools list and move “new employees & Set/Reset SafeSchools Courses (Erin Shroyer)*
- *Schedule Custodians’ SafeSchools training (June 10,2015)*
- *Order needed PPE*
- *Deliver sharps to Unity for disposal (District Nurse - following DOT requirements for materials of trade)*

DISCUSSION ITEMS AND NEW BUSINESS:

- *Discuss Tech Ed Action Items from mock OSHA walk through (Tom Foley to forward report to teachers for correction of Action Items.)*

Upcoming Meetings:

- *To be determined (Fall, 2015)*