

ISD #13 DISTRICT SAFETY COMMITTEE MEETING
Monday, December 21, 2015
3:15 P.M.
DISTRICT CENTER
AGENDA

ROUTINE BUSINESS

- **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 hoist inspections (2) by hoist inspection vendor. (T. Foley)
- Schedule 3-year underground storage tank (UST) cathodic protection testing (MN Petroleum).
- Schedule aerial lift training refresher for custodians. (T. Foley)
- Conduct 6-month AED checks. Update staff CPR training. (J. Larson)
- Check Status of District Safety Data Sheet Book Updates (Grounds/Bus Garage, Custodians, Pool, Tech Ed, Art, Science) (T. Foley, D. Green)
- Update Lockout-Tagout procedures and schedule annual Lockout-Tagout Confined Space Entry Refresher Training for Lead Custodians (T. Foley, D. Green)
- Schedule “mock OSHA” building audits (T. Foley, D. Green)
- Conduct Indoor Air Quality Classroom Checks (Jan.-Feb.) (AES)
- Verify that key preventive maintenance items are routinely checked (flushing high lead faucets, checking fire extinguishers, flushing eyewash/shower units, checking emergency lights) (T. Foley)

DISCUSSION ITEMS AND NEW BUSINESS:

Upcoming Meetings:

- February 22, 2016
- April 18, 2016

**ISD #13 DISTRICT SAFETY
COMMITTEE MEETING
Monday, October 19, 2015
3:15 P.M.
DISTRICT CENTER**

MINUTES

ROUTINE BUSINESS

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

ANNOUNCEMENTS & STATUS OF ACTION ITEMS

- 3. Report on Injuries/Illnesses; Review Accidents, Incidents & Near Misses (HR)**
- 4. 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*