

**ISD #13 DISTRICT SAFETY  
COMMITTEE MEETING  
Monday, October 15, 2012  
3:15 p.m.  
DISTRICT CENTER**

<b>AGENDA</b>
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**ROUTINE BUSINESS**

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

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**ANNOUNCEMENTS & STATUS OF ACTION ITEMS**

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

**Completed H&S Calendar Action Items: April-September**

- Annual respirator fit testing and training
- Scheduling ongoing H & S Inspections on SchoolDude (such as weekly eyewash/shower checks, monthly fire extinguisher checks, monthly emergency light inspections)
- Review of district-wide FA kit and blood spill kit maintenance
- Reminder for CHOs/Tech/Art about hazardous waste disposal options
- Heat Stress reminder for custodians and grounds
- Annual hearing tests for teachers in Hearing Conservation Program (Tech Ed, Band, PE teachers)
- Conduct 6-month AED checks (Nurse)
- Order teacher PPE
- Collect and transport sharps for proper disposal (Nurse)
- Playground equipment safety inspections

**Action Items in Progress or Scheduled for October-November**

- Schedule aerial lift operator training
- Training on updated Confined Space Program and Lockout/Tagout Program for Lead Custodians
- Schedule Fall safety meeting and classroom audits with Art teachers (no Spring meeting)
- Update PPE lists and order teacher/classroom/staff PPE (as needed)
- Meet with Grounds to discuss playground inspections/checks
- Check status of ClarityNet training
- Update MSDS Books (Custodians, Pool, Tech Ed)
- Update web site safety information
- Conduct hearing tests for new PE/Tech Ed/music teachers (and make-up testing for teachers not tested in the Spring)
- Request classroom safety audits by departments (Science, Tech Ed, Art)
- Conduct annual hearing tests for Grounds

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**NEW BUSINESS:**

**Review Goals for 2012-13**

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**2012-13 MEETING SCHEDULE:**

Oct 15<sup>th</sup>, Dec 17<sup>th</sup>, Feb 11<sup>th</sup>, April 15<sup>th</sup>

**ISD #13 DISTRICT SAFETY  
COMMITTEE MEETING  
Monday, April 9, 2012  
3:15 p.m.  
DISTRICT CENTER**

<b>MINUTES</b>
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**MEMBERS PRESENT**

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Tom Foley, Elizabeth Bruchu, Jodi Gadiant, Corliss Johnson, Don Kitzmann, Craig Larson, Debbie Green (AES, Inc.)

**ROUTINE BUSINESS**

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- Review and Approve Previous Minutes
- Agenda Review & 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)

**NEXT SCHEDULED MEETING:**

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Fall, 2012 (to be determined)

## GOALS DISTRICT SAFETY COMMITTEE

**Committee Description:** The District has chosen to develop a joint management-labor *Health and Safety Committee*. The *Manager of Buildings and Grounds* maintains records of committee activities, including meeting minutes and **documentation of follow-up activities**. The *District Safety Committee* is scheduled to meet **every other month** during the school year to address health and safety issues.

The **goals** of the committee and corresponding activities include:

1. **Goal:** To represent District employees on health and safety matters. To help communicate program details and encourage employee involvement in the District health and safety programs.  
**Activities:**
  - **Communicate committee activities to District employees**
  - **Bring questions and concerns from co-workers to committee**
  - **Encourage District employees to report safety problems and complaints**
  
2. **Goal:** To reduce work-related accidents and illnesses among District employees, by identifying and analyzing hazards, and recommending control strategies.  
**Activities:**
  - **Discuss strategies for maintaining required records, such as MSDS sheets and inventories.**
  - **Research options for annual employee health and safety training, such as web-based programs.**
  - **Discuss trends in accidents/illnesses and analyze OSHA Log Summary information**
  - **Identify district-wide strategies for prevention and control**
  - **Evaluate successes of prevention and control strategies**
  
3. **Goal:** To monitor District compliance with applicable health and safety regulations, and encourage enforcement of safe work practices and rules.  
**Activities:**
  - **Discuss results of mock OSHA audits, agency inspections and compliance activities**
  - **Recommend District-wide activities to achieve or maintain compliance**