

**ISD #13 DISTRICT SAFETY COMMITTEE MEETING**  
**Monday, December 16, 2013**  
**3:15 P.M.**  
**DISTRICT CENTER**  
**AGENDA**

**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)**

**Recently Completed Calendar Action Items**

- E-mailed Clarity Net reminder to Supervisors (HR)
- Updated website safety information
- Began 90-day radon testing for occupied spaces at or below ground level
- Scheduled annual hearing tests and respiratory fit testing (1/24/14)
- Updated personal protective equipment lists and ordered needed PPE (Custodial/Grounds)
- Arranged with vendor to stock first aid kits
- Updated district Health and Safety Handbook for web site

**Upcoming Action Items in Progress or Scheduled for December – February**

- Schedule annual aerial lift training for Custodians
- Conduct 5-year lead in water testing
- Conduct IAQ classroom checks
- Perform 6-month asbestos inspections/repairs
- Request classroom safety checks and departmental meetings with Science/Tech Ed/Art
- Conduct mock OSHA audits, all buildings
- Audit routine checks (fire extinguishers, eyewashes/showers, faucet flushing)
- Verify BBP training/vaccination offers for athletic coaches
- Renew hazardous waste licenses

**NEW BUSINESS:**

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**Upcoming Meetings:**

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Feb 24<sup>th</sup>, and April 21<sup>st</sup>

**ISD #13 DISTRICT SAFETY  
COMMITTEE MEETING  
Monday, October 21, 2013  
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)**

**Action Items Completed Since Last Meeting**

- *Submitted H&S materials to Board*
- *Updated Clarity Net database with new employees*
- *Custodians completed annual H&S training*
- *Provided DOT information review to District Nurse for sharps delivery*
- *Conducted annual playground safety inspections*
- *Completed asbestos 6-month inspections*
- *E-mailed BBP summary information and reminder to Supervisors (HR)*
- *Provided annual notification to staff and parents of Asbestos, IAQ and IPM Programs (through annual calendar)*

**Upcoming Action Items in Progress or Scheduled for October-December**

- *E-mail Clarity Net reminder to Supervisors (HR)*
- *Update website safety information*
- *Schedule annual aerial lift training for Custodians*
- *Conduct 5-year lead in water testing*
- *Schedule 90-day radon testing for occupied spaces at or below ground level*
- *Request classroom safety checks and departmental meetings with Science/Tech Ed/Art*
- *Conduct mock OSHA audits, all buildings*

**NEW BUSINESS:**

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- ***Discuss training mandated by MN OSHA by December 1, 2013 – District added new Hazard Communication training module to ClarityNet which covers required employee training on Globally Harmonized System (GHS) of hazard classification, labeling and Safety Data Sheets***
- ***Discuss Committee Goals and Objectives***

**Upcoming Meetings:**

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Oct 21<sup>st</sup>, Dec 16<sup>th</sup>, Feb 24<sup>th</sup>, and April 21<sup>st</sup>