

ISD #13 DISTRICT SAFETY COMMITTEE MEETING
Monday, December 15, 2014
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 of Injuries/Illnesses; Review of Accidents, Incidents & Near Misses (HR)**
- 2. Report on Health & Safety Action Items (Tom Foley/Debbie Green)**

Oct. – Dec. Health & Safety Action Items Completed or in Process

- Conduct Lead Custodian refresher and update procedures for hazardous energy control/ lockout-tagout
- Perform Indoor Air Quality classroom checks
- Schedule classroom safety checks and meetings by department (TechEd, Science, Art)
- Report on district SafeSchools training status (HR)
- Conduct annual “mock OSHA” walk throughs
- Check on status of Safety Data Sheet books (Custodial, Pool, Tech Ed, Food Service)
- Audit routine checks of preventive maintenance items (high lead faucets, fire extinguishers, eyewash/showers, emergency lights)

DISCUSSION ITEMS AND NEW BUSINESS:

- Plans for district-wide reminders about winter hazards
- Status report from Health Offices related to blood clean up, disinfection and disposal

Upcoming Meetings:

- **February 23, 2015**
- **April 20, 2015**

**ISD #13 DISTRICT SAFETY
COMMITTEE MEETING
Monday, October 20, 2014
3:15 p.m.
DISTRICT CENTER**

MINUTES

ROUTINE BUSINESS:

- **Introductions** (*New member: Dane Hodges, Art Teacher, CHHS*)
- **Review and Approve Previous Minutes**
- **Review Agenda & Agenda Additions**

ANNOUNCEMENTS & STATUS OF ACTION ITEMS

- **Report of Injuries/Illnesses; Review of Accidents, Incidents, Near Misses** (Erin Shroyer)

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).
Tests to be completed 1/26/15.*

NEW BUSINESS:

- *Recap of summer projects*
- *Discuss and approve Safety Committee Goals for upcoming year*
- *Discuss district-wide communication options for increased safety awareness: Priority issues for winter include practical footwear and slip hazards. Additional ideas needed for e-newsletter and website.*

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