

**ISD #13 DISTRICT SAFETY
COMMITTEE MEETING
Monday, April 11, 2011
3:15 p.m.
DISTRICT CENTER**

AGENDA

ROUTINE BUSINESS

Introductions (new members)

Review and Approve Previous Minutes

Agenda Review & Agenda Additions

ANNOUNCEMENTS & STATUS OF ACTION ITEMS

Tom Foley, Debbie Green, Lindsey Bennett

**1. Report of Injuries/Illnesses; Review of Accidents, Incidents & Near Misses
(Lindsey Bennett)**

2. Action Items

Report on Action Items In Progress (Tom Foley, Debbie Green)

- Report on district employee training status (HR) – *Lindsey Bennett contacted supervisors of employees still in need of completion.*
- Conduct Mock OSHA inspections at NP, VV - *completed*
- Renew VSQG hazardous waste license for district and post - *completed*
- Request departmental safety meetings and Spring classroom safety audits: Science, Tech Ed & Art – *Completed: CHHS-Science, CHHS-Tech Ed*
- Conduct 6-mo asbestos re-inspection and oversee repairs (AES) - *completed*
- Update written lockout/tagout procedures – *rescheduled for Summer 2011*
- Post OSHA 300 logs - *completed*
- Submit 312 report to ERC/Fire Dept. online - *completed*
- Verify daily faucet flushing of any remaining high lead fixtures – *in progress (T. Foley)*
- Verify weekly eyewash/shwr. Checks – *in progress (T. Foley)*
- Verify monthly fire ext. inspections – *in progress (T. Foley)*
- Complete annual ClarityNet training – *in progress*
- Distribute safety shoe vouchers (designated employees only) - *completed*
- Review district-wide F/A kit maintenance – *in progress*
- Evaluate performance of local exhaust ventilation/fume hoods (Spring Break) - *completed*
- Schedule annual hands-on aerial lift operator training & boiler fall protection training – *scheduled for Summer 2011*
- Remind CHOs/Tech/Art about haz. waste disposal options through UofM – *in progress*

Report on Upcoming Action Items due May – August

May -

- Check availability of Custodial blood spill clean-up kits/supplies
- Issue Annual Heat Stress Reminder
- Schedule annual hearing tests & training for Tech Ed, Band, PE Teachers
- Review and update written programs
- Update MSDS books (Cooks, Custodians, Pool, Tech Ed)
- Conduct 6-mo. AED checks

- Order teacher personal protective equipment (PPE)

June -

- Arrange hazardous waste disposal
- Submit Attachment 99 to Board at June meeting
- Compile year-end Clarity list and move “new” employees (HR)
- Provide DOT review for District Nurse (if transporting sharps)
- Conduct annual playground inspections & review procedures with Grounds

July -

- Develop ClarityNet database (HR)
- Meet/discuss summer H&S repairs
- Arrange ann. extinguisher maintenance
- “Reset” ClarityNet courses (AES)
- Conduct annual prev. mntc. on vent equipment

August -

- Schedule ClarityNet training (Custodians, Cooks)
- Check District Nurse’s supply of BBP exposure packets
- Provide annual asbestos/IAQ/IPM notification to staff, parents
- Update web site safety info.
- Test alarms/sprinkler systems

CONTINUED/NEW COMMITTEE BUSINESS:

- Discuss possible revisions to Supervisor’s Incident Report.

NEXT SCHEDULED MEETING:

- Meeting schedule for 2011-12 TBA

**ISD #13 DISTRICT SAFETY
COMMITTEE MEETING
February 14, 2010
3:15 p.m.
DISTRICT CENTER**

MINUTES

MEMBERS PRESENT

Tom Foley, Joanne Larson, Don Kitzmann, Craig Larson, Becca Miller (for Lindsey Bennett), Rynetta Renford, Corliss Johnson, Claire Burgoyne, and Debbie Green (AES).

ROUTINE BUSINESS

Introductions (if guests or new members)
Review and Approve Previous Minutes
Agenda Review & Agenda Additions

ANNOUNCEMENTS & STATUS OF ACTION ITEMS

**1. Report of Injuries/Illnesses; Review of Accidents, Incidents & Near Misses
(Lindsey Bennett)**

Becca Miller reported on all incidents since the last meeting.

2. Report on Past Action Items - December - February (Tom Foley, Debbie Green)

Report on Upcoming Action Items – March – April (Tom Foley, Debbie Green)

NEW COMMITTEE BUSINESS:

1. D. Green to presented summary of OSHA criteria for “recordability”. Committee discussed reviewing the Supervisor’s Incident Report. Further discussion planned at next meeting.
2. Clarity Net training schedule – Custodians considering completing training in Spring/Summer instead of Fall.

NEXT SCHEDULED MEETING/S:

- April 11, 2011 District Center 3:15 p.m.