

**ISD #13 DISTRICT SAFETY
COMMITTEE MEETING
Monday, October 18, 2010
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 Past Action Items - May-August (Tom Foley, Debbie Green)

- Complete the updating of district MSDS books - Cooks, Garage, Custodians, Tech Ed., Pool Chemicals (AES) - *Completed*
- Issue annual Heat Stress reminder (AES/Tom Foley) - *Completed*
- Schedule annual hearing tests and training - Tech Ed, Band, PE teachers (AES) - *Completed*
- Complete annual program updates (AES) - *Completed*
- Conduct 6-month AED checks (Health Office) - *Completed*
- Arrange hazardous waste disposal with UofM (Don Kitzmann) – *Don Kitzmann to complete inventory and contact UofM. Spring collection of custodial products completed 4-30-10.*
- Submit annual Att. 99 to Board at June meeting (Tom Foley) - *Completed*
- Compile year end Clarity Net list & move “new” employees (HR) - *Completed*
- Review DOT MOT transportation requirements with District Nurse (if transporting sharps) (AES) - *Completed*
- Conduct annual playground inspections (AES) - *Completed*
- Review playground inspection procedures with Grounds (AES) *Completed*
- Develop Clarity Net database (HR) - *Completed*
- Meet to discuss summer safety repairs - vent., eyewash/shower units, machine guarding (Tom Foley/AES) - *Completed*
- Arrange annual extinguisher maintenance (Tom Foley) - *Completed*
- “Reset” ClarityNet courses (AES) - *Completed*
- Annual preventive maintenance on ventilation (Tom Foley) - *Completed*

- Schedule August ClarityNet training for Custodians, Cooks (Tom Foley, Rynetta Renford, AES) - Custodians: *Completed*, Cooks: *In progress*
- E-mail BBP summaries to supervisors (HR) - *Completed*
- Issue district-wide ClarityNet reminder (HR) - *Completed*
- Check supply of BBP exposure packets in Dist. Nurse's Office (AES) - *Completed*
- Provide annual Asbestos/IAQ/IPM notification to staff, parents via annual mailing (Tom Foley - *Completed*)
- Update web site safety info. (AES) - *Completed*
- Test alarms/sprinklers systems (Tom Foley) - *Completed*

Report on Upcoming Action Items – September-October (Tom Foley, Debbie Green)

- Check status of routine playground checks
- Conduct Mock OSHA inspection (CHHS)
- Update PPE lists/provide PPE
- Schedule hands-on LOTO/CSE training for Lead Custodians
- Check status of fall Clarity Net training & issue reminders (AES/HR)

- Request/conduct Fall safety audits (Art/Science/Tech Ed)
- Conduct mock OSHA inspection (CMS)
- Schedule annual noise training (Grounds employees)

NEW COMMITTEE BUSINESS:

NEXT SCHEDULED MEETING/S:

- | | | |
|--------------------|-----------------|-----------|
| • To be Determined | District Center | 3:15 p.m. |
| • To be Determined | District Center | 3:15 p.m. |
| • To be Determined | District Center | 3:15 p.m. |

**ISD #13 DISTRICT SAFETY
COMMITTEE MEETING
April 26, 2010
3:15 p.m.
DISTRICT CENTER**

MINUTES

MEMBERS PRESENT

Lindsey Bennett, Claire Burgoyne, Tom Foley, Jodi Gadiant, Corliss Johnson, Craig Larson, Rynetta Renford, Diane Scully, Barbara Terrell, Debbie Green (Consultant, AES)

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

Lindsey Bennett reported on all incidents since the last meeting. The committee discussed an incident involving an employee slipping on a wet floor. Tom Foley followed-up and ordered slip-proof boots for the employee. The committee discussed the issue of playground hazards. AES to conduct playground inspections in June.

4. Action Items

Report on Past Action Items – March-April (Tom Foley/Debbie Green)

Report on Upcoming Action Items – May-August

NEW COMMITTEE BUSINESS:

1. Success story! The new table saw in the CHHS Wood Shop is equipped with “sure stop” controls. Tom Foley reported that these safety controls have already prevented a serious student injury in that classroom.
2. Clarity Net problems – The EAs reported having trouble with the Clarity Net training this year, and Claire Burgoyne asked if they could consider an alternative format. Instructor-based training was discussed as a possibility. No specific plans were made to change the approach for EAs to complete their 2010 health and safety training.

Don Kitmann suggested teachers get time to complete their training modules during workshop week. Tom Foley to discuss this with the principals’.

3. North Park – the exterior stair to the playground need railings.
4. Asbestos - Boiler Rm abatement (primarily joints) is planned for this summer.
5. Pool – a new AHU with dehumidification system has been installed at the pool.

NEXT SCHEDULED MEETING/S:

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|--------------------------|-----------------|-----------|
| • Monday, Dec. 13, 2010 | District Center | 3:15 p.m. |
| • Monday, Feb. 14, 2011 | District Center | 3:15 p.m. |
| • Monday, April 11, 2011 | District Center | 3:15 p.m. |